

7/3/06

**SUBJ: AIRWORTHINESS INSPECTOR'S HANDBOOK**

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- 1. PURPOSE.** This Change transmits new and revised portions of the handbook.
- 2. DISTRIBUTION.** This Change is distributed to all addresses on special distribution list ZFS-830. An electronic message will be disseminated to Flight Standards employees (largely the airworthiness aviation safety inspectors, whom this change affects) to indicate when this Change is electronically published, which chapters are affected, and which bulletins are incorporated and will be available on the Federal Aviation Administration's Web site:  
[http://www.faa.gov/library/manuals/examiners\\_inspectors/8300/](http://www.faa.gov/library/manuals/examiners_inspectors/8300/). This Change will also be electronically published through Flight Standards Information Management System (FSIMS), <http://fsims.avr.faa.gov/fsims.nsf>.
- 3. EXPLANATION OF CHANGES.** This Change to the 8300.10 handbook uses change bars to indicate new and revised material, and consecutive numbering within each chapter. Significant areas of new direction, guidance, and policy based on guidance from 14 CFR part 91, subpart K, Fractional Ownership Operations, included in this Change are as indicated. The chapters listed below were coordinated as CHG 91K as follows:
  - a. Three (3) new chapters.**
    - (1) Volume 1, Chapter 12,** The Generic Process for Issuing Management Specifications to Fractional Ownership Organizations.
    - (2) Volume 2, Chapter 59,** Evaluate Part 91 Subpart K Company Manual/Revision for Maintenance and Inspection Procedures.
    - (3) Volume 2, Chapter 86,** Part 91 Subpart K, Management Specifications.
  - b. Fourteen (14) chapters updated or include editorial changes.**
    - (1) Volume 1, Chapter 5,** Preparation of FAA Operating Certificates.
    - (2) Volume 1, Chapter 8,** Exemptions, Deviations, Waivers, and Authorizations.
    - (3) Volume 1, Chapter 9,** Obtain Certificate Number for an Air Operator or Air Agency, or an Identification Number for a Fractional Ownership Program.
    - (4) Volume 2, Chapter 27,** Renew Inspection Authorization.

**(5) Volume 2, Chapter 35,** Introduction to Part 91 Related Tasks.

**(6) Volume 2, Chapter 36,** Evaluate/Inspect Part 91 Operator's Aircraft and Part 91 Subpart K, Fractional Ownership Program Manager's Aircraft.

**(7) Volume 2, Chapter 64,** Evaluate Continuous Airworthiness Maintenance Program/Revision.

**(8) Volume 2, Chapter 70,** Evaluate Parts 91 Subpart K/121/135.411(a)(2) Maintenance Training Program/Record.

**(9) Volume 2, Chapter 76,** Conduct Parts 91/121/135 Proving/Validation Tests.

**(10) Volume 2, Chapter 89,** Special Flight Permit with Continuing Authorization to Conduct Ferry Flights, and incorporates **HBAW 97-11**, Procedures for the FAA to Permit Certain Canadian Air Carriers Continuous (Blanket) Special Flight Authorizations, dated 09-05-97.

**(11) Volume 3, Chapter 2,** Conduct Spot Inspection of Operator's/Fractional Ownership Program Manager's Aircraft.

**(12) Volume 3, Chapter 3,** Conduct Ramp Inspection of Operator's/Fractional Ownership Program Manager's Aircraft.

**(13) Volume 3, Chapter 26,** Monitor Part 91, and Approve/Monitor Part 91 Subpart K Owner's Inspection Program.

**(14) Volume 3, Chapter 143,** Monitor Cockpit Voice Recorders.

**4. DISPOSITION OF TRANSMITTAL.** Retain and file this transmittal in the back of this handbook until it is superseded by a revision to this order.

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for 

James J. Ballough  
Director, Flight Standards Service

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## CHAPTER 5. PREPARATION OF FAA OPERATING CERTIFICATES

**1. FORMS TO BE USED.** Federal Aviation Administration (FAA) Form 8430-21, Operating Certificate, shall be used for an operating certificate. Air agency certificates are not affected by this section. They will continue to be issued in the current manner using the existing form.

**NOTE: Fractional ownership management programs do not receive operating certificates. They receive management specifications (MSpecs).**

**2. REQUIRED INFORMATION.** The following information must be typed on the form when preparing the certificate for issuance.

*A. Legal Name.* The certificate holder's legal name shall be entered directly below the words, "This certifies that." Any additional business names shall be placed on the certificate below the legal name.

(1) The additional business name will be preceded by the acronym DBA (doing business as).

(2) The certificate holder shall provide evidence that all business names have been authorized by the appropriate state or local government, as applicable.

(3) The certificate-holding district office (CHDO) should not restrict the number of DBAs used by a certificate holder. Should there be insufficient space on the certificate to accommodate all DBAs, the legal name and address should appear on the certificate with a notation to see an accompanying letter for a list of DBAs. Title 14 of the Code of Federal Regulations (14 CFR) part 125 operators will have DBAs placed on their operations specifications (OpSpecs).

*B. Address of Principal Base.* The address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations.

*C. Statement of Authority.* The pre-printed certification statement of authority on FAA

Form 8430-21 shall not be modified. However, the statement of authority must be completed by typing either "Part 125 Operations," "Rotorcraft External Load Operations," "Private Agricultural Aircraft Operations," or "Commercial Agricultural Aircraft Operations Repair Station," as appropriate, in the space provided.

*D. Certificate Number.* The certificate number will be obtained from the Aviation Data Systems Branch, AFS-620, in accordance with Order 8300.10, Volume 1, Chapter 9, Obtain Certificate Number for an Air Operator or Air Agency, or an Identification Number for a Fractional Ownership Program, and will be typed in the space provided on the form.

*E. Effective Date.* The date on which all requirements for certification were met will be entered in the space provided for the certificate effective date. If a certificate is to be amended because of an address change or a change of the CHDO, the date of original issuance will be retained on the amended certificate.

*F. District Office Designator.* The four-character alpha-numeric designator of the CHDO and its city location shall be typed in the "issued at" space of the form. For example: EA16, Richmond, VA.

*G. Signature.* Operating certificates issued to air operators complying with 14 CFR part 125, 133, or 137 and air agency certificates issued for part 145 shall be signed by the district office manager in the space provided. When the district office manager signs the certificate, the acronym of the region and the Flight Standards District Office (FSDO) acronym and FSDO number will be entered in the "title" space, e.g., ANM-FSDO-01.

### 3. CHANGE OF NAME.

*A. Legal Name Change.* A change of legal name must be approached with care. Whatever the complexity of the legal name change, the change of name has an effect of a new certification and, therefore, a new certificate and certificate number will be issued. This does not include a change to a DBA, only the legal name.

*B. Legal Authorization.* The certificate holder must provide evidence that the change of legal name has been authorized by the appropriate state or local government, as applicable. The aviation safety

inspector (ASI) must be satisfied that the name change is not used to circumvent initial certification requirements.

## CHAPTER 8. EXEMPTIONS, DEVIATIONS, WAIVERS, AND AUTHORIZATIONS

**1. GENERAL.** The granting of an exemption is generally viewed as an alternative method of complying with a regulatory requirement. Exemptions are promulgated under Title 14 of the Code of Federal Regulations (14 CFR) part 11. A grant of exemption and each specific condition and limitation is a regulatory requirement. Any interested person may submit a petition for exemption to the Federal Aviation Administration (FAA).

**2. CONTENT OF PETITION.** Each petition for an exemption should contain the following:

- The rule requirement from which exemption is sought
- The nature and extent of the requested regulatory relief
- A description of each person or aircraft to be covered by the exemption
- Any information, views, or arguments to support the action sought
- The reasons why a grant of exemption would be in the public interest
- The action to be taken by the petitioner to provide a level of safety equivalent to that provided by the rule from which exemption is sought or the reason why a grant of exemption would not adversely affect public safety

**3. PREPARING AND MAILING THE PETITION.** Each petition should be submitted to the FAA at least 120 days before the proposed effective date of the requested exemption. Part 11 specifies the address for the proper FAA action office based on the subject of the petition. Frivolous or ill-prepared petitions are rejected and both the petitioner's and the FAA's resources are ill-used in the rejection process.

A. Petitions are frequently rejected because the petitioner failed to identify and explain the reasons why a grant of exemption would be in the public interest. The petitioner's interest is not necessarily considered to be in the "public interest." A petitioner's

statement that a grant of exemption would be in the public interest because it would reduce the petitioner's operating costs is unacceptable and is a reason for FAA rejection of the petition.

B. Each petition for exemption should be well-conceived and in writing.

**4. PROCESSING THE PETITION.** A summary of each petition for exemption is normally published in the Federal Register and the public has 20 days to submit comments to the FAA-assigned public docket. After the close of the public comment period, the FAA action office considers all comments received and decides whether to accept or deny the petition. The decision document is then prepared, coordinated, signed, and mailed to the petitioner.

**5. DISTRIBUTION AND AVAILABILITY OF EXEMPTIONS.** Additional copies of both grants and denials of exemptions are mailed to each regional Flight Standards Division. Each document is also placed in the archives of the FAA's computer system located in Oklahoma City (Regulatory Support Division, AFS-600) and may be accessed through the Automated Exemption System (AES). Access to the system may be obtained by contacting the program manager at each regional headquarters. A grant of exemption normally contains conditions and limitations applicable to the grantee and is valid for a period of 2 years. However, some grants of exemption may be valid for only a few months (for example, delayed compliance with an aircraft modification due to the non-availability of parts).

**6. AMENDING OPERATIONS SPECIFICATIONS (OpSpecs).** The OpSpecs of an operator granted an exemption are amended to show that the certificate holder is authorized to use the exemption in conducting its operations. (See OpSpecs A004 and A005.)

**7. AMENDING MANAGEMENT SPECIFICATIONS (MSpecs).** The MSpecs of a fractional ownership program manager granted an exemption are amended to show that the program manager is authorized to use

the exemption in conducting its flights. (See Mspecs A004 and A005.)

## 8. PETITIONING FOR RECONSIDERATION.

A petitioner who is denied an exemption may petition the FAA Administrator for reconsideration within 30 days after being notified of the denial of exemption. If a petition for exemption is granted, a person other than the initial petitioner may file a petition for reconsideration with the FAA Administrator within 45 days after the grant of exemption is issued. The petitioner's request for reconsideration of its petition must be based on the existence of one or more of the following:

- An erroneous material fact
- A necessary legal conclusion that is without governing precedent or is a departure from or contrary to law, FAA rules, or precedent
- An additional fact relevant to the decision which was not presented in the initial petition for exemption. (The petition for reconsideration must state the reason the additional fact was not presented in the initial petition.)

## 9. PROCESSING A PETITION FOR RECONSIDERATION.

A summary of a petition for reconsideration of a grant or denial of exemption may be published in the Federal Register. If accomplished, a reasonable period for public comment is announced in the summary. In either event (with or without publication in the Federal Register), the FAA action office prepares and coordinates the decision document.

A. If a grant or partial grant of exemption is issued, the document is signed by the FAA official who has been delegated such authority and responsibility in part 11.

B. If a denial of petition for reconsideration is prepared and coordinated, the decision document is signed by the FAA Administrator. Copies of the grant, partial grant, or denial of petition for reconsideration are mailed and placed in archives as previously discussed. If the petitioner disagrees with the FAA Administrator's decision, the petitioner may institute legal action within the Federal Appeals Court system.

**10. GENERAL.** Certain CFR sections allow the Administrator to issue a Certificate of Waiver, a Certificate of Authorization, OpSpecs, or MSpecs,

which authorize a deviation. These actions permit a person or an organization to either deviate from a specific regulation or comply with special alternative provisions, conditions, or limitations. This regulatory flexibility is available to the Administrator when the specific regulatory section stipulates that it is available. There are three options available that are referred to as follows:

*A. Deviation.* When a regulatory section contains phrases such as "unless otherwise authorized by the Administrator," "the Administrator may...," "if the Administrator finds...," "the Administrator may authorize...," "the Administrator allows a deviation...," "notwithstanding the Administrator may issue OpSpecs..." or other similar words, the regulatory flexibility is referred to as a deviation.

*B. Waiver.* When the regulatory section contains phrases such as "the Administrator may issue a certificate of waiver..." "in accordance with the terms of a certificate of waiver issued by the administrator," or other similar words, the regulatory flexibility is referred to as a waiver.

*C. Authorization.* When the regulatory section contains words such as "in violation of the terms of an authorization issued under this section," "unless a certificate of authorization..." or other similar words, the regulatory flexibility is referred to as an authorization.

**NOTE: If the specific regulatory section does not stipulate that a deviation, waiver, or authorization may be granted or issued, compliance with the regulation is mandatory. In these cases, the only methods of obtaining relief from the regulation is through the exemption process.**

**11. WAIVERS AND AUTHORIZATIONS.** When a regulatory section stipulates that a waiver or authorization is permitted, any person may apply for a certificate of waiver or a certificate of authorization. FAA Form 7711-2, Certificate of Waiver or Authorization Application, must be prepared and signed by the applicant and delivered or mailed to the appropriate FAA regional or district office for processing.

A. The application must be processed in a timely manner. The assigned inspector shall review the application, obtain appropriate additional information

from the applicant, if necessary, and determine whether the applicant has provided adequate justification for a temporary waiver or authorization. The inspector shall also determine whether the applicant will provide an equivalent level of public safety during the conduct of any operation under a certificate of waiver or authorization.

(1) If the application is denied, the reasons for denial shall be specified in a letter to the applicant.

(2) If the waiver or authorization is granted, the inspector shall prepare FAA Form 7711-1, Certificate of Waiver or Authorization, for review by the authorizing FAA manager or designated representative. The completed Certificate of Waiver or Authorization, dated and signed by the responsible FAA manager, will be mailed or delivered to the applicant. A copy of both the application (both front and back) and a copy of the completed certificate shall be retained in the files of the issuing office.

B. A Certificate of Waiver or Authorization shall not be issued for any operation conducted under part 121, 125, 129, or 135. Requests for a deviation from these parts must be requested and processed in accordance with the following paragraphs.

**12. DEVIATIONS.** Any person or organization may apply for a deviation when a regulatory section stipulates that a deviation is permitted. Deviations may be granted and issued to operators conducting operations under part 121, 125, 129, or 135, or to program managers under part 91, subpart K. To apply for a deviation, an operator or program manager must submit a specific request to the FAA.

A. The application must be made by a letter that identifies the specific regulatory sections from which a deviation is requested. The letter and attachments, if appropriate, must contain the specific reasons the deviation is requested, information to show that an equivalent level of safety will be maintained, and any other information the FAA may require.

B. The types of information that must be submitted with the request for a deviation are described in other sections of this handbook that relate to the specific subject matter. Unless otherwise specified by this handbook, deviations requested by operators conducting operations under part 121, 125, 129, or 135 must be authorized for use by OpSpecs. Program managers under part 91, subpart K should be authorized to use deviations through their MSpecs.

The approval, denial, and reconsideration procedures for processing deviation requests shall be the same as the procedures for processing, issuing, or amending OpSpecs or MSpecs.

C. The district office recordkeeping requirements for each deviation are the same as OpSpecs or MSpecs recordkeeping requirements.

### **13. DEVIATIONS FOR MILITARY CONTRACT OPERATIONS.**

A. Title 49 of the United States Code (49 U.S.C.) § 40118 provides for the government-financed air transportation of passengers and property. Normally, the transportation of such persons and property must be provided by air carrier certificate holders authorized to operate under part 121.

(1) Part 119, § 119.57 permits the Administrator to authorize deviations to the applicable requirements of part 121, when necessary, so that operators may perform certain unique operations under a military contract. The operator must submit an application for the deviation (application to amend OpSpecs) directly to the Manager, Air Transportation Division, AFS-200, with a copy to its certificate-holding district office (CHDO).

(2) The district office shall immediately advise its regional office that the operator has forwarded the application for a deviation and amended OpSpecs to AFS-200.

B. AFS-200 shall coordinate the request with the Aircraft Maintenance Division, AFS-300, if appropriate. AFS-200 shall coordinate the request with the Department of Defense (DOD) to verify that the proposed operation is essential for national defense and not based on either an economic advantage or convenience to either the air carrier or the United States. Title 49 U.S.C. § 40118 permits the use of a foreign operator pursuant to bilateral agreement and the government of the foreign air carrier.

(1) When AFS-200/DOD coordination has been accomplished, AFS-200 will advise the appropriate regional Flight Standards division manager whether the deviation is approved. If the deviation is denied, AFS-200 shall notify the operator in writing. Copies of the denial shall be provided to the appropriate region, district office, and DOD offices. If the application is approved, AFS-200 will prepare a draft of the OpSpecs authorizing the



deviation. AFS-200 shall include any conditions or limitations considered necessary.

(2) AFS-200 shall forward the draft OpSpecs directly to the district office, and a copy to the appropriate regional Flight Standards division. The district office shall issue the amended OpSpecs to the operator. The amendment shall contain an expiration date consistent with the duration of the specific military operation. However, the operator shall be advised that the Administrator may, at any time, terminate the grant of deviation authority covered by the amended OpSpecs.

#### **14. DEVIATION TO PERFORM AN EMERGENCY OPERATION.**

A. Section 119.57 and part 135, § 135.19 specify requirements for obtaining deviation authority to perform an emergency operation.

(1) The term “emergency operations” means an immediate but temporary action to prevent or reduce the loss of life or property when an unanticipated threat to life or property occurs.

Operations under a long-term contract to provide certain types of protection (such as rescue, fire-fighting, security) to the public cannot be classified as an unanticipated, temporary action.

(2) An “emergency operation” under §§ 119.57 and 135.19 is not related to the pilot-in-command responsibility and authority (emergency authority) provided in part 91, § 91.3.

B. The nature of the emergency dictates whether a verbal or written amendment of OpSpecs is justified. The manager of the CHDO must make this determination. If time permits, the district office manager may wish to consult with the regional Flight Standards division manager by telephone. The authorization to deviate, whether verbally or by written amendment to the OpSpecs, must be justified and applicable only to a specific emergency operation. The authorization must also be for a temporary and limited period of time. If a verbal authorization is given, the certificate holder must provide documentation describing the nature of the emergency to the district office within 24 hours after completing the operation.

## CHAPTER 9. OBTAIN CERTIFICATE NUMBER FOR AN AIR OPERATOR OR AIR AGENCY, OR AN IDENTIFICATION NUMBER FOR A FRACTIONAL OWNERSHIP PROGRAM

**1. GENERAL.** The Aviation Data Systems Branch, AFS-620, manages and controls all air operator and air agency certificate numbers and all fractional ownership management specifications (MSpecs) designators. The numbering system used by AFS-620 provides a standardized format, a multitude of possible numbers, and a central location for assigning, storing, and retrieving information.

### 2. ELEMENTS OF A CERTIFICATE OR IDENTIFICATION NUMBER.

*A. Four Elements of a Certificate or Identification Number.* A certificate number or fractional owner identification number consists of four elements: the “designator” element, the “type” element, the “numeric” element, and the “alpha suffix” element. For example, the operator certificate number RWI-L-001-A (or RWIL001A without the dashes) denotes the following:

(1) *RWI (Designator Element).* The “designator” element uses combinations of three letters. An air operator or air agency applicant or fractional program manager (hereafter referred to as the program manager) may request a specific three-letter designator. Given the 26 letters of the alphabet in combinations of 3, there are 17,576 possible unique combinations. Thus, an operator or program manager can personalize the designator received.

(a) For Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 125, 135, 145, and 147 applicants, this can be accomplished on the Preapplication Statement of Intent (PASI). Title 14 CFR part 91, subpart K applicants can complete a Statement of Intent.

(b) For 14 CFR part 129, 133, 137, or 141 applicants, the three-letter designators can be requested in the letter of intent and/or on the respective application forms.

(c) AFS-620 shall attempt to accommodate the applicant’s request. If all three choices have already been assigned or if the applicant does not provide any choices, AFS-620 issues the first available, random designator.

(2) *L (Type Element).* The “type” element identifies the type of certificate or identification number and the applicable regulation. AFS-620 always assigns an organization with operations having different types of certificates the same three-letter designator with the “type” element assuring the differentiation.

(3) *001 (Numeric Element).* The “number” element provides 999 (001 to 999) number combinations for each type of certificate.

(4) *A (Alpha Suffix Element).* The “alpha suffix” element provides even more possible combinations by established 25 alphabet groups (A through Z, excluding P, which is used to denote a precertification number). When all possible number element combinations (001 to 999) have been used for a particular type of certificate, the alpha suffix changes to the next letter alphabetically. For example, the next external-load operator certificate number after ELO-L-999-A, regardless of the designator, will be XYZ-L-001-B.

*B. Certificate/Identification Number Commonality.* This number system also allows operators or program managers who hold different types of certificates to maintain a certain amount of commonality in their certificate and identification numbers. For example, an air operator who is also an air agency can have the same designator:

Number: RWI-L-001-A  
 Elements: RWI = Rotorworks International  
 L = External-Load Operator  
 001 = First certificated external-load operator  
 A = First group alphabetically

Number: RWI-R-002-A  
 Elements: RWI = Rotorworks International  
 R = Repair Station  
 002 = Second certificated repair station  
 A = First group alphabetically

**TABLE 1. AIR OPERATORS**

<b>TYPE OF CERTIFICATE</b>	<b>TYPE ELEMENT</b>	<b>14 CFR PART</b>
Air Carrier Certificate	A	121/135
Operating Certificate (Business/private carriage)	B	125
Operating Certificate (Commercial)	C	121/135
Foreign Operator (Operations specifications only)	F	129
Agricultural Aircraft Operator	G	137
Rotorcraft External-Load Operator	L	133
Part 125 Full Deviation Holder (Certificate number not issued)	M	91

**TABLE 2. FRACTIONAL OWNERS**

<b>TYPE OF OPERATION</b>	<b>TYPE ELEMENT</b>	<b>14 CFR PART</b>
Part 91, Subpart K, Fractional Ownership	K	91

**TABLE 3. AIR AGENCIES**

<b>TYPE OF CERTIFICATE</b>	<b>TYPE ELEMENT</b>	<b>14 CFR PART</b>
Domestic Satellite Repair Station	D	145
Domestic Repair Station	R	145
Pilot School	S	141
Aviation Maintenance Tech School	T	141
Provisional Pilot School	V	141
Foreign Repair Station	Y	145
Foreign Satellite Repair Station	Z	145

**3. PRECERTIFICATION NUMBERS.** The letter “P” is used as the alpha suffix element for the temporary precertification number used for CFR applicants. Upon successful completion of the certification process, the “P” is changed to the appropriate alpha suffix element (A through Z, excluding P).

#### **4. RESTRICTIONS.**

*A. Number Assignment.* The complete certification or identification number (all eight characters), once assigned to a particular organization, is never assigned to another.

*B. Reassignment of Designators.*

(1) Regardless of the type of certificate or identifier number, the designator element of an organization that has become inactive or has terminated operations shall not be reassigned to a different organization until at least 3 years have elapsed. During the 3-year period, the designator can be reassigned to the original organization if it resumes operations.

(2) After the 3-year period, the number can be assigned to another organization provided there is no record of significance associated with the designator element in any of the databases maintained by AFS-620. If a designator element has an associated record of significance, AFS-620 shall not reassign the designator element for at least 10 years.

*C. Alpha Suffix Combination Reassignment.* Organizations that have more than one type of certificate or identification number and conduct business under more than one operating regulation are assigned identical numeric elements for each assigned certificate or identification number, wherever possible. A specific numeric element can be reassigned if a different alpha suffix element is assigned. For example, 999 can be used with an “A” alpha suffix and also with a “B” alpha suffix.

**5. TERMINATION OF THE CERTIFICATION OR MSPECS APPLICATION PROCESS.** If an applicant for a part 91 (subpart K), 121, 125, 135, 145, or 147 certificate or identification number terminates the certification process prior to certificate or MSpec issuance, the district office must inform AFS-620 so that the 3-letter designator can be released for future use. The same holds true for when the Federal Aviation Administration (FAA) terminates the process.

**NOTE: Part 129, 133, 137, or 141 applicants are not affected since they are not issued precertification numbers.**

## **CHAPTER 12. THE GENERIC PROCESS FOR ISSUING MANAGEMENT SPECIFICATIONS TO FRACTIONAL OWNERSHIP ORGANIZATIONS**

### **SECTION 1. GENERAL INFORMATION**

**1. BACKGROUND.** The process of issuing management specifications (MSpecs) provides a means by which prospective fractional program managers (hereafter referred to as program managers) are empowered to conduct business in a manner that complies with all applicable sections of Title 14 of the Code of Federal Regulations (14 CFR), Title 49 of the United States Code (49 U.S.C.), and Federal Aviation Administration (FAA) directives. The process is designed to prevent the issuance of MSpecs to applicants who are unwilling or unable to comply with regulations or to conform to safe operating practices.

**2. GUIDANCE FOR THE PROCESS.** Previously, how the FAA worked with fractional owners differed from region to region. Some fractional owners were viewed as strictly 14 CFR part 91, and others were considered to be 14 CFR part 135 air carriers. This chapter standardizes the FAA's approach to fractional ownership on a national basis by replacing any previous guidance, including regional supplements.

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## SECTION 2. PROCESS OF ISSUING MSPECS

**1. GENERAL.** This section describes the process leading up to and the issuance of MSpecs. Under no circumstances will an applicant receive MSpecs until the district office is assured that the applicant is capable of fulfilling responsibilities and complying with 14 CFR in an appropriate and consistent manner.

**2. PROCESS FOR A PROGRAM MANAGER TO OBTAIN MSPECS.** In the narrative that follows, the process is detailed in a series of five phases or steps:

- Preapplication
- Formal application
- Document compliance
- Demonstration and inspection
- Issuance of MSpecs

*A. Aviation Safety Inspector (ASI) Judgment.* For simple management organizations, the steps outlined here can be condensed or eliminated. It is important for the ASI to realize that the simplicity or complexity of the organization is based upon the ASI's assessment of the applicant's proposed operation.

*B. Differences Among Applicants.* The ASI must also realize that some applicants, even though they are proposing a simple operation, may lack a basic understanding of what is required by a fractional owner. In such an instance, and after considering all factors, the ASI may want to insist upon following all steps in the process to ensure that safety is enhanced. Conversely, other applicants may propose a very complex operation but be well-prepared and knowledgeable, therefore not requiring that all steps be followed. The process must be complex enough to apply to all possibilities and, at the same time, flexible enough not to discourage the aviation public or overburden the ASI.

**3. PREAPPLICATION PHASE.** Initial inquiries about or requests for an application from a fractional owner or program manager may come from individuals or organizations and may be in writing or in the form of informal meetings with district office personnel.

*A. Initial Inquiry.* During the initial contact, the applicant will usually have specific questions about the requirements for fractional ownership.

(1) The ASI should explain to the applicant all equipment, material, personnel, manual, and facility requirements, and discuss pertinent sections of 14 CFR and advisory circulars (AC). The ASI should tell the applicant how to obtain current copies of these documents and explain that the applicant should review them carefully.

(a) At this point, the ASI should determine if the applicant is sufficiently aware of the regulatory requirements. The ASI should try to gauge the experience level of the applicant to determine how formal the process must be. If the applicant wishes to continue with the process, the ASI will provide the applicant with copies of the appropriate documents or Web site addresses where they can be found.

(b) The applicant may provide three choices (in order of preference) of a three-letter designator, which will become part of the identifier number. The applicant will have to provide the choices to the ASI (preferably in writing) at some point during the process of receiving MSpecs. Otherwise, the applicant will receive a random, computer-generated number. Obtaining designator numbers is covered in Order 8300.10, Airworthiness Inspector's Handbook, Volume 1, Chapter 9, Obtain Number for an Air Operator, Air Agency, or a Fractional Ownership Program.

(2) If the applicant is proposing a complex operation (i.e., a large number of complex aircraft or an operation conducted in several district office jurisdictions) or seems unclear about the specific requirements, the ASI may ask the applicant to describe the intended operation in writing. A compliance statement completed by the applicant should also be requested.

(a) In such an instance, an applicant for MSpecs must provide a Statement of Intent (SOI) for review.

(b) The scope of the proposed operation may also require that the applicant (or representative) come to the district office for a preapplication meeting in addition to submitting an SOI or letter of intent. If

there is any question about the need for such a meeting, the ASI should consult with the district office manager or unit supervisor.

(3) An applicant who is already familiar with the process (i.e., a pilot who has worked for a fractional owner, certificated air operator, or air agency, and wishes to start a similar business) may simply submit a completed application form during the initial contact with the district office. The applicant may present the application in person along with any manuals and other documents that might be required. This will usually occur only when the applicant's operation is of limited complexity.

**B. Team Assignment.** The district office manager will assign sufficient ASIs to the team. One team member will be designated as a team leader. The team leader will not only coordinate matters with the applicant, but will also ensure that the unit supervisor is kept fully informed of the project's current status (e.g., during staff meetings). From the time of its appointment, the team handles all matters pertaining to the applicant, regardless of who the applicant initially contacted.

**C. Preapplication Meeting.** If, after its assignment to the project, the team has determined that a preapplication meeting is necessary, the team leader shall contact the applicant to arrange the meeting as soon as practical. The meeting should include, but not be limited to, the following:

- A review of the SOI or letter of intent to verify that all information is complete and accurate
- A review of applicable federal aviation regulations and ACs (and how to obtain them, if not already accomplished)
- A review and discussion of the procedures to ensure that the applicant understands what is expected
- A review of what is required on the application and what is to be submitted with the application
- An indication of which ASIs will conduct which aspects of the project

**D. Terminating the Preapplication Phase.** The Preapplication Phase ends when the fractional team is satisfied that the applicant is prepared to proceed with

formal application. If the applicant is not ready, the team should advise the applicant of the problems and work with the applicant to arrive at solutions or terminate the process.

**4. FORMAL APPLICATION PHASE.** An applicant's presentation of an application package and the district office's review is considered the Formal Application Phase.

**A. Receipt of Formal Application Package.** The applicant may send the application package by mail or may hand-deliver it to the district office. If it is hand-delivered, the FAA will inform the applicant that it will need a brief period of time to review it. Avoid discussions of its acceptability at this time. Inform persistent applicants that further discussion would be unproductive until the team has reviewed the formal application. Then advise the applicant that the team will be in contact on the application package's acceptability and to arrange for a formal application meeting if necessary.

**B. Application Package Initial Review.** Upon receipt of an application package, the team must initially review it to determine its acceptability. The package generally consists of:

- Copies of the application form
- Documentation that the applicant has or can obtain use of an aircraft or appropriate facilities, as applicable
- Any partial or complete manuals, as applicable
- Curricula or personnel training programs, as applicable
- A Schedule of Events (see below)

**C. Schedule of Events.** For 14 CFR part 91, subpart K, a Schedule of Events is required to be submitted with the application. The team must carefully consider the feasibility of the proposed schedule with respect to logic of sequence, timeliness of events, completeness of events, and ASI availability.

**(1) Logic of Sequence.** Many of the activities or events listed in the schedule must occur before other activities or events.

(2) *Timeliness of Events.* The Schedule of Events must provide sufficient time for the team to review the applicant's various documents, manuals, and proposals.

(3) *Completeness of Events.* The number of and kinds of submissions made by the applicant for evaluation and acceptance or approval may vary according to the complexity of the proposed operation.

(4) *ASI Availability.* Another concern in meeting the Schedule of Events is the availability and the capability of the office personnel resources. Sufficient qualified ASIs must be made available to ensure timely completion of the process.

*D. Formal Application Meeting.* If the fractional team determines that a formal application meeting is necessary, all members of the team must be present, barring unanticipated circumstances. During the meeting, the team and the applicant will review the application package and resolve any discrepancies.

(1) If mutual agreements cannot be reached on any discrepancies, the team should terminate the meeting and inform the applicant that the application package is not acceptable. The application package must then be returned to the applicant with a letter explaining the reasons for the rejection.

(2) When agreement has been reached on corrective action for deficiencies, the team should then encourage the applicant to present any questions. The team members should answer these questions fully and candidly.

(3) Before the conclusion of the formal application meeting, the team must make certain the applicant clearly understands the following:

(a) The applicant will receive notification in writing in the event the application is rejected. This notification should be made within five working days after the formal application meeting. A telephone call concerning the application rejection shall be made to the applicant as soon as the determination is made, indicating that written notification will follow and will include the reasons for the rejection.

(b) If the application is acceptable, the process continues with an indepth examination of the application and associated documents during the Document Compliance Phase. A letter accepting the

application is necessary because the time limit begins upon receipt of the application in an acceptable form.

(c) Acceptance of the application does not constitute acceptance or approval of any attached documents (curricula, sample manuals, etc.). They will be reviewed further, and the applicant will be expected to take corrective action if required. Acceptance or approval of each attachment will be indicated separately.

*E. Application Rejection.* Rejection of an application will be a sensitive issue, since the applicant will most likely have already expended funds and resources to this point. Therefore, it is important for the team to document thoroughly the reasons for the rejection. The reasons should clearly indicate that to proceed with the process would not be productive unless the applicant is willing to accept the team's corrective suggestions. Reasons for rejection might include lack of agreement on appropriate courses of action or evidence that the applicant misunderstands regulatory requirements and the process. In the event of rejection, the application and documents submitted are returned to the applicant with a letter of rejection.

*F. Terminating the Formal Application Phase.* If the team accepts the application package, the Formal Application Phase of the process is terminated, and the Document Compliance Phase begins.

**5. DOCUMENT COMPLIANCE PHASE.** The Document Compliance Phase is that part of the process in which the applicant's manuals and other documents are carefully reviewed and either approved or rejected. This phase, for the most part, is performed in the district office by members of the team.

*A. Required Documents.* The required documents vary with the type and size of the operation under consideration.

*B. Unacceptable Documents.* If any of the documents are unacceptable, they will be returned to the applicant. The team may want to send the applicant a letter of rejection stating those reasons for rejection.

*C. Acceptable Documents.* If the team finds all documents acceptable, the process proceeds with the Demonstration and Inspection Phase.



*D. Applicant Profile.* The team shall obtain a profile of the applicant and personnel by using the Integrated Safety Information Subsystem (ISIS). This profile may determine if the process should continue. For example, if the information obtained in the profile indicates a suspension or revocation order is in effect, it may prohibit further action. The team should also consider what position the person would be filling.

*E. Terminating the Document Compliance Phase.* Once all required documents are approved or accepted, the Document Compliance Phase ends. The process continues in the Demonstration and Inspection Phase. Although the Document Compliance Phase and the Demonstration and Inspection Phase are dealt with as distinct, separate phases, the two may overlap or occasionally coincide.

**6. DEMONSTRATION AND INSPECTION PHASE.** In the Demonstration and Inspection Phase, the team inspects the applicant's facilities and equipment and observes personnel in the performance of their duties. Emphasis in this phase is on compliance with regulations and safe operating practices. Through observation, monitoring, and other forms of onsite evaluation, the team will be exposed to many types of activities.

*A. Regulatory Compliance.* During evaluation, the team shall ensure the applicant's ability to comply with all applicable sections of 14 CFR.

*B. Determination of Approval or Disapproval.* Throughout the Demonstration and Inspection Phase, the team will ensure that all aspects of the applicant's required demonstrations are observed and that a determination of approval or disapproval for each is made.

*C. Handling Deficiencies.* If, at any time, certain items or the applicant's conduct of activities prove to be deficient, appropriate corrective action must be taken. If necessary, the team will advise the applicant of the impracticality of continuing the process due to the extent of the deficiencies.

*D. Unsatisfactory Demonstration.* If a particular demonstration of compliance is unsatisfactory, the team must discuss with the applicant how to correct the problem. Reinspection should be scheduled as necessary. The team may want to follow up with a letter indicating the nature of the failure and its corrective action. Deficiencies will have to be corrected before the process can continue.

*E. Satisfactory Demonstrations.* If the applicant's demonstrations are successful, the team will issue appropriate documentation.

*F. Terminating the Demonstration and Inspection Phase.* When all demonstrations are satisfactorily completed, the Demonstration and Inspection Phase is ended, and the applicant is ready for issuance of the MSspecs.

## **7. MSPECS ISSUANCE PHASE.**

*A. Obtaining Designator Numbers.* The team leader is responsible for assuring that a designator number is obtained from the Operational Systems Branch, AFS-620, in Oklahoma City, OK. An ASI on the team shall telephone AFS-620 when a designator number is required.

(1) When contact is made, the ASI will state that the purpose of the call is to obtain a designator number for a program manager. The ASI follows the procedures found in vol. 1, ch. 9.

(2) AFS-620 uses a systematic scheme for the construction of standard certificate numbers. See vol. 1, ch. 9 for an explanation of how this number assignment system works.

*B. Program Manager File.* The team will assemble a file for the program manager. The file, which is maintained at the certificate-holding district office (CHDO), will include:

- A copy of the SOI or letter of intent, as appropriate
- A copy of the application
- A copy of the program manager's MSspecs
- A copy of any manuals or approved curricula
- A summary of any difficulties encountered during any phase of the MSspecs issuance process or recommendations for future surveillance (report)
- Enforcement Information System (EIS) and Accident/Incident Data System (AIDS) profiles for the applicant and the pilots

- Copies of leases, agreements, and contracts, if applicable
- Compliance statement
- Any correspondence between the applicant and the FAA

*C. Surveillance Plan.* After the new fractional owner has received its MSpecs, the team will establish a plan using the national program guidelines as a basis for inspection and surveillance.

(1) When developing the plan, the team may decide to direct additional surveillance during the first

few months the new fractional owner is in business. This may assist the program manager in continuing compliance with pertinent regulations.

(2) The team is also responsible for assembling a report that includes the names and titles of each team member. The report shall be signed by the team leader and have a summary of any difficulties or recommendations encountered during the process. This report will be valuable in preparing surveillance plans because it will have highlighted possible weak areas that can be emphasized during an inspection.

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## CHAPTER 27. RENEW INSPECTION AUTHORIZATION

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3514

B. *Avionics*: None

**2. OBJECTIVE.** This chapter provides guidance for the renewal of Inspection Authorizations (IA).

#### 3. GENERAL.

A. When the base of operation changes for an IA holder, the Flight Standards District Office (FSDO) for the area of the new base must be notified in writing before the holder can again exercise the privileges of the authorization.

B. The IA expires annually on March 31. An IA holder must continue to meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93 in order to retain the authorization.

#### 4. RENEWAL OF INSPECTION AUTHORIZATION.

A. Application for renewal may be required to comply with following:

(1) Complete Federal Aviation Administration (FAA) Form 8610-1, Mechanic's Application for Inspection Authorization, in duplicate; and

(2) Show evidence of meeting the requirements of § 65.93(a).

B. Meeting the requirements of § 65.93(a) does not mean that the applicant has to meet all 5 of the listed requirements. To be eligible for renewal of an inspection authorization for a 1-year period, the applicant must show evidence of having performed 4 annual inspections during the 365-day period prior to renewal date to be able to qualify for renewal. The same logic applies for major repairs and alterations. However, the number of annual inspections, major repairs and alterations performed cannot be mixed simply because the 14 CFR section does not provide

for such combinations. The following chart demonstrates this system:

1st 90 days	2nd 90 days	3rd 90 days	4th 90 days
1 Ann	1 Ann	1 Ann	1 Ann or
2 MA	2 MR	2 MA	2 MR
0	4 Ann	0	0
0	0	8 MR/MA	0
Mixing annual inspections (Ann), major repairs (MR), and major alterations (MA) is not permissible.			

**NOTE: An inspection program required under 14 CFR part 91, § 91.409(e) is not acceptable as IA activity. Partial inspections such as phases or events on more than one aircraft are not acceptable as activity. A progressive inspection is a complete inspection on one identified aircraft.**

(1) Successful completion of an 8 hour refresher course, acceptable to the Administrator, during the 12-month period preceding the renewal application.

(a) The refresher course must contain subjects directly related to aircraft maintenance, inspection, repairs, and alterations. In addition, some non-technical subjects, such as human factors or professionalism as they relate to aviation maintenance personnel, may be acceptable. Training must not be used to promote a new or existing product.

(b) The instructional requirements of § 65.93(a)(4), may be met by accumulating at least 8 hours of maintenance training. Each course or seminar must be at least 1 hour long and completed in the 12-month period between April 1 and March 31 prior to inspection authorization renewal.

(c) In order to provide standardization and preclude IA refresher training from being evaluated each time it is given, training must be accepted through one of the Regional Safety Program Managers (RSPM) Airworthiness (A/W). The RSPM A/W will be responsible for the review and acceptance or rejection of all IA refresher training. If an RSPM A/W is not available in a particular region, the IA renewal package will be forwarded to the Airman and Avionics Branch, AFS-350, for approval. Training must be on the list of accepted training provided by the RSPM A/W. Training that appears on the list of acceptable training is good in any location and has been accepted for up to a 2-year period. Each training organization that intends to provide training must notify the local FSDO or International Field Office (IFO) in writing 30 days prior to the actual training session. Inspectors are encouraged to attend any training in their district. For surveillance purposes, the training organization will provide any A/W inspector with free access to the meeting and all student materials pertinent to the course or seminar. Should an inspector find that the course does not meet the requirements for IA renewal, they should contact the regional RSPM within 5 days. It is not the responsibility of Flight Standards Airworthiness Inspectors attending in official capacity to endorse or provide a certificate of training to the course attendees. Inspectors may/are encouraged to participate in training sessions, they may not, however, act as the primary source of training. A local or regional SPM A/W may act as the primary source of training, provided the training has been developed and approved. Technical training provided by an aircraft, engine, propeller, or component manufacturer, is considered acceptable training without further showing. If the manufacturer contracts out his training the contractor must obtain approval.

(d) Each person who intends to use 8 hours of instruction to meet 14 CFR § 65.93(a)(4) must provide proof of attendance for instruction received at the time of renewal. Acceptable proof of attendance consists of a certificate of training or similar document showing the name of the course, name of attendee, course identification number assigned by the RSPM A/W, expiration date, description of the course content, time in hours, the date, location, and course instructor's name and affiliation. The proof of attendance should be reviewed by inspectors at renewal time to ensure that both the training organization and the IA have met the appropriate requirements. The training organization must keep a list of all attendees for a period of 2 years. This list must be provided by the training organization to FSDO inspectors upon request.

(2) Passing of an oral test given by an aviation safety inspector (ASI) to ensure that the applicant's knowledge of regulations and standards is current.

**NOTE: An IA issued less than 90 days before the expiration date need not comply with § 65.93(a)(1) through (5) for that quarter, but still needs to apply for renewal.**

C. If the applicant applies for renewal at an office other than the jurisdictional office, the receiving office should withhold renewal until the applicant's activities can be verified.

D. When the applicant is employed by a repair station, credit for renewal activity can be claimed only for those aircraft that the authorization holder personally inspected. Evidence supporting the activity should be presented in addition to the signed application.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 39, 43, and 65

B. *Coordination.* This task may require coordination with other FSDOs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- Order 8300.10, Volume 2, Chapter 26, Evaluate Inspection Authorization

#### B. Forms:

- FAA Form 8310-5, Inspection Authorization
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization

C. *Jobs Aids.* None.

### 3. PROCEDURES.

#### A. *Ensure Applicant Meets Eligibility Requirements.*

#### B. *Renew IA.*

(1) Enter the new expiration date and sign the reverse side of FAA Form 8310-5.

(2) Complete Item 14, "record of action" portion of FAA Form 8610-1 and forward the original of the form to AFS-760 in Oklahoma City while retaining the duplicate copy.

(3) Issue a new IA, FAA Form 8310-5, if the holder's form is soiled or worn, or the reverse side is completely filled out.

C. *Process Failure to Renew IA.* Update data in the Vital Information System at the FSDO level, which will delete the IA from the data bank.

### 4. TASK OUTCOMES.

#### A. *Complete PTRS.*

B. *Process Change of Location.* Upon receipt of written notification, contact the previous supervising office and request the appropriate IA file. Visit the IA holder at the new base as soon as possible.

C. *Process Surrendered Authorization.* When the holder of an IA voluntarily surrenders it, accomplish the following:

- Destroy the IA, FAA Form 8310-5
- Attempt to obtain a statement in writing indicating that the surrender is voluntary
- Submit mailing list information as required

### 5. FUTURE ACTIVITIES. Routine surveillance.



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## CHAPTER 35. INTRODUCTION TO PART 91 RELATED TASKS

**1. PART 91 AUTHORITY.** Title 14 of the Code of Federal Regulations (14 CFR) part 91, subpart C, prescribes the maintenance requirements for all U.S.-registered civil aircraft operating within and/or outside the United States. Part 91, subpart K, prescribes the requirements that are unique to fractional ownership programs. Hereafter, the program manager for a fractional aircraft ownership operation will be referred to as the “program manager.”

**2. MAINTENANCE RESPONSIBILITY.** Technological advancements in general aviation-type aircraft dictate the need for maintenance requirements. Therefore, all aircraft must be maintained in a condition for safe operation and meet their respective type designs. It is essential that the continued airworthiness of aircraft be consistent with the terms of the original airworthiness certificate.

A. Part 91, § 91.403 places the responsibility for maintaining the aircraft in an airworthy condition on the owner/operator. The actual maintenance of the aircraft must be performed or supervised by certificated persons.

B. The owner/operator must have the aircraft inspected as prescribed in §§ 91.409, 91.411, and 91.413. Between these required inspections, discrepancies must be repaired as prescribed in 14 CFR part 43.

C. Section 91.1011 discusses the implications of the owner being in operational control of the aircraft. When an owner delegates performance of tasks or regulatory compliance to the program manager, or relies on the program manager’s expertise for the performance of these tasks, the owner and the program manager are responsible to the Federal Aviation Administration (FAA) for compliance. Section 91.1014 requires that the program manager’s services be sufficient to ensure owner compliance with part 91.

D. Part 43, appendix A, paragraph (c)(9) defines preventive maintenance actions. All maintenance must be accomplished in accordance with the performance standards of § 43.13 and must conform to the other applicable sections of part 43.

(1) Section 43.15(a)(1) states that any person performing an inspection required by part 91 shall perform the inspection so as to determine whether the aircraft under inspection, or portions thereof, meets all applicable airworthiness requirements. This includes any maintenance items performed during the repainting of an aircraft.

(2) During routine surveillance activities, aviation safety inspectors (ASI) should determine the airworthiness status of aircraft that appear to have been painted recently by verifying that properly certificated facilities/persons performed the maintenance in accordance with the manufacturer’s manuals and that the maintenance was documented in the aircraft’s records.

(3) Section 91.407 states that no person may operate any aircraft that has undergone maintenance, preventive maintenance, rebuilding, or alteration unless it has been approved for return to service by a person authorized under § 43.9 or § 43.11, as applicable.

**3. TYPES OF INSPECTION PROGRAMS.** Several options for inspection programs are available in part 91, subpart C. The inspection program an operator uses is dictated by the size of the aircraft, the type of propulsion, and the type of operation. A program manager must have its aircraft inspection program(s) approved by the appropriate Flight Standards District Office (FSDO), regardless of any previous approvals of that program.

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## CHAPTER 36. EVALUATE/INSPECT PART 91 OPERATOR'S AIRCRAFT PART 91 SUBPART K, FRACTIONAL OWNERSHIP PROGRAM MANAGER'S AIRCRAFT

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance: 3681*

*B. Avionics: 5681*

**2. OBJECTIVE.** This chapter provides guidance for evaluating and inspecting aircraft operated in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 91 and part 91, subpart K, Fractional Ownership.

**3. INSPECT AND EVALUATE AIRCRAFT.** Part 91, § 91.403 places the responsibility for maintaining the aircraft in airworthy condition on the owner. The aviation safety inspector (ASI) is tasked with inspecting the aircraft to verify that it is airworthy.

*A. Fractional Ownership Aircraft.* Certain elements of part 91, subpart K are designed to provide those aircraft programs with a level of safety equivalent to certain regulations that apply to on-demand operators. As far as maintenance is concerned, this is evident in two major factors: the aircraft inspection programs must be approved by the cognizant Flight Standards District Office (FSDO), and the aircraft have specific additional equipment requirements. Fractional program managers (hereafter referred to as program managers) may elect to use a Continuous Airworthiness Maintenance Program (CAMP) per part 91, subpart K.

*B. Training Required of Fractional Ownership Program Maintenance Personnel.*

(1) Personnel responsible for aircraft maintenance who are employed by the program manager are required to receive appropriate initial and recurrent training on the aircraft.

(2) The program manager must provide each direct employee and all contract personnel with drug and alcohol misuse education.

*C. Additional Equipment.* Fractional ownership aircraft may have specific additional requirements that should be inspected. These include, but may not be limited to: cockpit voice recorders, flight data recorders, ground proximity warning system, terrain awareness and warning system, a traffic alert and collision avoidance system, and either airborne thunderstorm detection equipment or airborne weather radar. The operating rule provides the specific requirements.

*D. Drug and Alcohol Misuse Education Program.* Per part 91, § 91.1047, except for "emergency maintenance" as defined in § 91.1047(e), no program manager may use personnel to perform aircraft maintenance unless the personnel have completed a drug and alcohol misuse education program. However, if emergency maintenance is required, the program manager may use personnel who do not meet this requirement.

(1) ASIs should review aircraft records to ensure that all other maintenance is being performed by individuals who have or are receiving drug and alcohol misuse education.

(2) When emergency maintenance is performed, the program manager must meet the specific requirements of § 91.1047(d). These requirements include reinspection of the work performed and notifying the Drug Abatement Division, AAM-800. ASIs should verify compliance with these requirements.

**4. INSPECTION PROGRAMS.** Several types of inspection programs are available to the part 91 owner/operator and part 91, subpart K program managers. However, unlike part 91 aircraft, all inspection programs used by program managers operating under part 91, subpart K must be submitted

to, and approved by, the applicable FSDO. Federal Aviation Administration (FAA) Order 8300.10, Volume 3, Chapter 26, Monitor Part 91, and Approve/Monitor Part 91 Subpart K Owner's Inspection Program, provides guidance on these programs.

**NOTE: The following programs apply to part 91 operators, but program managers have specific requirements for their approved inspection programs.**

*A. Annual and 100-Hour Inspections.*

(1) *Annual Inspections.* Part 91, § 91.409(a) requires that a person who operates an aircraft must ensure that the aircraft has been inspected in accordance with the requirements of an annual inspection.

(2) *The 100-Hour Inspection.* The scope and detail of a 100-hour inspection is defined in appendix D of part 43. One hundred-hour inspections are required in addition to annual inspections under the following situations:

- Aircraft are operated for carrying persons for compensation or hire
- Aircraft are used for flight instructions if furnished by the flight instructor

*B. Progressive Inspections.* The progressive inspection must be a complete inspection of the aircraft, conducted in stages, with all stages being completed in a period of 12 calendar months.

*C. Large Airplane (Over 12,500 lbs.) and Turbine-Powered (Turbojet and Turbopropeller) Multiengine Airplane Inspection Programs.* These aircraft must be inspected according to the requirements of an inspection program selected by the owner/operator. Part 91, § 91.409(f) outlines various options available to the owner/operator.

*D. Approved Aircraft Inspection Programs.* Part 91 addresses use of approved aircraft inspection programs.

*E. Manufacturers' Inspection Programs.* These programs may be included in the aircraft maintenance manuals, or offered by the manufacturer separately. Typically they are designed to provide the owner/operator with a degree of scheduling flexibility and a minimum of down time. Care should be taken, as these programs may not cover items such as avionics, emergency equipment, or equipment installed by a person not the manufacturer.

## **5. COMPUTERIZED MAINTENANCE TRACKING AND RECORDKEEPING PROGRAMS.**

Computer software companies and operators have developed computer programs designed to function as maintenance tracking programs to track items such as scheduled maintenance, airworthiness directives, and service bulletins. Operators may have these programs in-house or they may send their data to the software company to track the maintenance for them. In either case, the owner/operator is responsible for the proper accomplishment of maintenance. These programs provide greater accuracy and reliability in tracking maintenance over older methods and do not require approval of the FAA. However, if an operator uses a computer program to comply with the recordkeeping and maintenance recording requirements of the CFRs, then prior approval is required. These types of programs eliminate the "paper" maintenance records and replace them with computerized records that have digital signature capabilities. FAA approval of one of these programs for one owner/operator does not constitute approval for use of the same program by all operators nor does it grant approval of the program for the computer software company.

**NOTE: See the current edition of AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, for guidance.**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. *Prerequisites.* This task requires knowledge of 14 CFR.

B. *Coordination.* This task requires coordination between Airworthiness ASIs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

A. *References (current editions):*

- 14 CFR parts 39, 43, 65, 91, 135 and § 135.419
- Advisory Circular (AC) 39-7, Airworthiness Directives
- AC 43-9, Maintenance Records
- AC 43-16, General Aviation Maintenance Alerts
- AC 43.9-1E, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance)
- AC 91-38A, Large and Turbine-Powered Multiengine Airplanes, Part 91 (Subpart D)
- Order 8300.10, Volume 3, Chapter 1, Introduction to Aircraft and Equipment
- 8300.10, Vol. 3, Ch. 2, Conduct Spot Inspection of Operator's/Fractional Ownership Program Manager's Aircraft
- 8300.10, Vol. 3, Ch. 3, Conduct Ramp Inspection of Operator's/Fractional Ownership Program Manager's Aircraft
- 8300.10, Vol. 3, Ch. 26
- 8300.10, Vol. 3, Ch. 27, Inspect FAR Part 91 Maintenance Records
- 8300.10, Vol. 3, Ch. 143, Monitor Cockpit Voice Recorders

B. *Forms.* None.

C. *Job Aids:*

- JTA: 2.5.1

### 3. PROCEDURES.

A. *Conduct Surveillance of the Aircraft.* Examine the aircraft to determine, to the extent possible, that it is in condition for safe operation. Ensure that the inspection is accomplished, either in the presence of, or with specific approval from the owner/operator.

(1) *Inspect the Airworthiness Certificate.* Ensure that the airworthiness certificate is current, correct, and in the aircraft.

(2) *Inspect the Registration Certificate.* Ensure that the registration certificate is current and correct. If it is a temporary certificate, ensure that it has not expired.

(3) *Inspect the Aircraft.* Ensure that:

(a) The general condition of the aircraft is airworthy.

(b) The flight manual or pilot's operating handbook are complete and current.

(c) The aircraft complies with applicable maintenance, operating, and equipment rules.

(d) The aircraft complies with Airworthiness Directives.

(e) The aircraft records indicate that it complies with life-limited parts requirements.

(f) Properly certificated persons have been performing maintenance and inspections.

(4) *Additional Items to Check.* Although by no means a complete list, the following are examples of items to be checked:

- Proper internal and external placarding
- Obvious signs of excessive wear and deterioration, including corrosion, worn places on tires, nicks in the leading edge of the propeller blades, broken windshields, etc.

- Condition of fabric on fabric-covered control surfaces, wings, or fuselages
- The interior of the aircraft for obvious deterioration
- Tires and brakes for serviceability
- Any other indication that would render the aircraft unsafe for flight

(5) *Special Equipment Requirements for Aircraft Operated Under Part 91, Subpart K, Fractional Ownership.* Ensure that the aircraft are equipped with the following, per § 91.1045:

(a) A cockpit voice recorder conforming to part 121 § 121.359 or part 135 § 135.151, as applicable.

(b) A flight recorder conforming to §§ 121.343, 121.344 or § 135.152, as applicable.

(c) A ground proximity warning system conforming to § 121.360 or § 135.153, as applicable.

(d) A terrain awareness and warning system conforming to § 121.354 or § 135.154, as applicable.

(e) A traffic alert and collision avoidance system conforming to § 121.356 or § 135.180, as applicable.

(f) Either:

1. Airborne thunderstorm detection equipment conforming to § 135.173, as applicable; or

2. Airborne weather radar conforming to § 121.357 or § 135.175, as applicable.

**B. Review Maintenance Records.** Ensure that persons approving and disapproving equipment for return to service after any required inspection have entered the inspection in the record of that equipment. Ensure that when an owner maintains a single record, the entry for required inspections is made in that record. Ensure that if the owner maintains separate records for the airframe, engines, powerplants, propellers, appliances, and components, the entry for required inspections is entered in each, as applicable.

(1) *Annual/100-Hour Inspection.* Review records to ensure compliance with the requirements of

part 43, § 43.11 and § 91.417. Determine whether the appropriate entries have been made and have met regulatory requirements.

(2) *Progressive Inspection.* Ensure that records indicate the following:

- Completion of an annual inspection before starting inspections under a progressive inspection program
- Compliance with inspection intervals prescribed in the progressive program
- Completion of the inspection cycle within 12 calendar months

(3) *Large Airplane (Over 12,500 lbs.) and Turbine-Powered (Turbojet and Turbopropeller) Multiengine Airplane Inspection Programs.* Ensure that the maintenance records indicate that the owner/operator has identified and is using a selected program in accordance with § 91.409(f). Ensure that this system reflects the current airworthiness requirements for the individual airplane.

(4) *Aircraft Records.* If the aircraft records are available, review them in accordance with vol. 3, ch. 27. This should include life-limited items.

(5) *Special Considerations for Aircraft Operated Under Part 91, Subpart K.* This part requires that the manager have at least two airworthy aircraft. Ensure that the following are current:

(a) *Mechanical Irregularities or Defects.* Records that indicate that mechanical irregularities or defects reported during flights have been corrected or that correction of certain mechanical irregularities or defects have been deferred.

(b) *Persons Performing Work.* Records that show a description (or reference to data acceptable to the Administrator) of maintenance performed, the name of the person performing the work, and the name or other positive identification of the person approving the work.

(c) *Management Specifications (MSpecs).* Review the MSpecs for the following:

1. Ensure that the aircraft is listed by registration number and serial number for the approved inspection program.

2. Ensure that all life-limited components and those with time limitations are overhauled/inspected/checked/replaced within those limitations.

3. Any applicable deviations.

**NOTE: En route inspections of aircraft operated under part 91, subpart K are prohibited by the regulations.**

#### 4. TASK OUTCOMES.

A. *Complete PTRS.*

B. *Complete the Task* Successful completion of the task will result in assurance that the aircraft is airworthy and is maintained and inspected in accordance with the applicable regulations.

**5. FUTURE ACTIVITIES.** Carefully monitor inspection systems for compliance with appropriate 14 CFR parts and for continued airworthiness of subject aircraft. Determine whether maintenance practices are performed at an adequate level of safety. Direct particular attention to any areas where trends indicate a faulty inspection system or inadequate maintenance. Take immediate action to correct any deficiencies.



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## CHAPTER 59. EVALUATE PART 91 SUBPART K COMPANY MANUAL/REVISION FOR MAINTENANCE AND INSPECTION PROCEDURES

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance: 3302*

*B. Avionics: 5302*

**2. OBJECTIVE.** This chapter provides guidance for evaluating a fractional program manager (hereafter referred to as the program manager)/applicant's operating manual or revision to ensure that policies, procedures, and technical criteria meet regulatory requirements.

#### 3. GENERAL.

*A.* The operating manual should enable the program manager's maintenance and servicing personnel to carry out their duties at a high level of safety. The complexity of the manual will vary with the complexity of the operation. The manual must cover specific items in accordance with Title 14 of the Code of Federal Regulations (14 CFR), but may include additional items at the discretion of the applicant. A manual is therefore accepted rather than approved.

*B.* Manual acceptance can be a cause of delay in the issuance of management specifications (MSpecs).

*(1)* If the program manager/applicant does not have experienced and qualified personnel to prepare an acceptable manual, the use of a consultant may be appropriate. A consultant can be used in an advisory position only.

**NOTE: The program manager/applicant remains responsible for the manual and its procedures, whether or not a consultant writes the manual for them.**

*(2)* After the review, return the manual to the program manager/applicant with a list of any discrepancies found. Inform the program manager/applicant that issuance of MSpecs will not be completed until discrepancies are corrected. Aviation safety inspectors (ASI) should be concerned primarily with ensuring regulatory compliance.

#### 4. REVIEWING PROGRAM MANAGER/ APPLICANT'S MANUAL.

*A.* The manual is an administrative tool used to control and direct personnel. It should define all aspects of the maintenance operation.

*(1)* The policies and procedures section should address organizational matters.

*(2)* The maintenance section should address policies and procedures for administering the inspection and maintenance requirements, test flight requirements, and other subjects, as applicable.

*B.* The manual should include detailed instructions or specific references for accomplishing inspection and maintenance functions. It should also include forms, instructions, and references for recurring non-routine requirements such as engine changes and inspections following abnormal occurrences (hard landings, lightning strikes, severe turbulence, high brake energy stops, etc.).

*C.* Manufacturers' technical manuals provide instructions for accomplishing specific tasks. These documents also establish methods, technical standards, measurements, and operational test procedures. The policy and procedures section of the program manager's manual must describe areas of application for the pertinent technical documents.

*D.* The following are examples of manual sections and titles:

- General Policy and Procedures
- Inspection Procedures
- Maintenance Procedures
- Training
- Wiring
- Parts

- Overhaul
- Structural Repair
- Manufacturers or Vendors
- Weight and Balance Control
- Servicing

*E.* Manuals must be easy to revise and must show the date of last revision on each page. The manuals must have a page control system showing the number of pages and including the latest revision. The page control system is usually identified as a list of effective pages.

*F.* The program manager/applicant is responsible for ensuring that manuals present adequate guidance to meet all regulatory requirements. The program manager/applicant must understand and accept this responsibility early in the manual acceptance process.

*G.* An ASI may, when necessary, formally request revision to any part of the program operating manual when such revision is in the interest of safety, or when the manual does not meet regulatory requirements. This authority should be used only when the need for revisions is adequately substantiated by safety considerations or federal aviation regulation requirements and when informal discussions with the program manager fail to accomplish the necessary revision.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 91, subpart K
- Successful completion of the Airworthiness Inspector Indoctrination course(s), or equivalent

*B. Coordination.* This task requires close coordination between Airworthiness ASIs, and, in some areas, Operations ASIs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- 14 CFR parts 43 and 91

*B. Forms.* None.

*C. Job Aids.* None.

### 3. PROCEDURES.

*A. Brief Program Manager/Applicant.* Provide the program manager/applicant with policies and regulatory requirements. Schedule and conduct a preliminary meeting, if necessary.

*B. Review Schedule of Events.* If this task is to be performed as part of an original issuance of MSpecs, review the schedule of events to ensure that the task can be accomplished according to the schedule.

#### C. Evaluate Operations Manual Requirements.

(1) Ensure that the program manager/applicant's policies and procedures manual describes procedures, levels of authority, and information appropriate to part 91, subpart K.

(a) The manual must include a description introducing its philosophy and goals. If it is in more than one volume, the manual must describe the division of contents between the volumes. The manual must also contain a list of effective dates.

(b) Manual revision and distribution procedures to provide current information to all manual holders are required. The manual must

include provisions to make it available to maintenance and ground personnel and to furnish a copy to the Federal Aviation Administration (FAA) Flight Standards District Office (FSDO) that issued the MSpecs.

(c) Significant terms, acronyms, or abbreviations unique to the manual must be defined. Common industry terms need not be defined as long as the common meaning is intended. Terms clearly defined in the text need not be included.

(2) The manual must detail requirements for program managers to ensure the appropriate parts of the manual are carried on the aircraft. If manuals are electronic or some other media, procedures must exist to ensure that computers or other required reading equipment are available.

*D. Ensure that the Manual Contains Required Organizational Elements.* Check for the following:

(1) The names of all management personnel authorized to sign applicable MSpecs and act on behalf of the program manager/applicant.

(2) Organizational charts, which must include:

- Lines of authority
- Maintenance organization and support structures
- If there is a Continuous Airworthiness Maintenance Program (CAMP), the names of the Director of Maintenance and the Chief Inspector

(3) Job descriptions for all elements noted above.

(4) Procedures for and a description of a training program ensuring that:

- All personnel, including inspection personnel, are fully informed of procedures and techniques currently in use
- All personnel are competent to perform their duties

- A method of documenting and retaining training records is established

*E. Ensure that the Manual Contains Compliance Procedures.* Check for the following:

(1) Procedures to ensure compliance with aircraft weight and balance limitations. These are to include:

- Pre-weighing and weighing requirements
- Necessary equipment
- Standards
- Forms and documents

(2) The program manager/applicant's MSpecs. The program manager may decide, however, to insert pertinent parts of its MSpecs or reference the MSpecs. This must be done in such a manner that they retain their identity as MSpecs (see part 91 § 91.1015).

(3) Procedures, policies, instructions, and controls for the use of the Minimum Equipment List (MEL).

*F. Evaluate Manual Contents.* The program manager's program manual must describe procedures and provide information appropriate to the applicable CFRs.

(1) The inspector must ensure that manual description and procedures meet the requirements of § 91.1025.

(2) The manual must describe the revision control procedures and how the distribution of manuals will be controlled.

(a) Manuals must be easy to revise and must have the date of last revision on each page. The manuals must have a page control system that shows the number of pages and ensures that the latest revision is included. The page control system is usually identified as a list of effective pages.

(b) Each program manager must prepare and keep current a manual. Program managers must make a copy of the manual, or appropriate portions of the manual (and changes and additions), available to their maintenance and ground operations personnel. If the manual is provided in other than printed form (e.g., electronic manual), the program manager must ensure that a compatible reading device is available to those persons.

(3) Any terms contained in the manual that are unique to the program manager's operation must be defined.

(4) The manual must include a chart or description of the program manager's organization. The organizational chart must describe, at a minimum, the management personnel and major functions. However, it is recommended that the chart cover the program manager's entire organization.

(5) The list of inspection personnel must include persons with whom the program manager has arranged to perform any of the required inspections, other maintenance, preventive maintenance, or alterations, including a general description of the work.

(6) The inspection program or maintenance program and a program covering other maintenance, preventive maintenance, and alterations must ensure the following:

(a) Maintenance, preventive maintenance, and alterations are performed in accordance with the program manager's manual.

(b) Competent personnel, adequate facilities, and equipment are provided for accomplishing maintenance, preventive maintenance, and alterations.

(c) Each aircraft released to service is airworthy and properly maintained.

(7) The manual must include the duties and responsibilities of appropriate members of the ground organization personnel.

(8) The manual must include programs that must be followed while performing maintenance, preventive maintenance, and alterations of the program manager's aircraft, including airframes, aircraft engines, propellers, rotors, appliances, and emergency equipment. These programs must include at least the following:

(a) A method for performing routine and non-routine maintenance (other than required inspections, preventive maintenance, and alterations).

(b) For CAMPs:

1. A designation of items of maintenance and alteration that must be inspected (required inspections). The designations should include at

least those items that, if maintenance is not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft.

2. A method of performing required inspections and the occupational title(s) of persons authorized to perform each required inspection.

3. Procedures for reinspecting work performed under previous required inspection findings ("buy-back" procedures).

4. Procedures, standards, and limits necessary for required inspections and acceptance or rejection of inspected items.

5. Procedures to ensure that all required inspections are performed.

6. Instructions to prevent any person who performs work on any item from performing required inspection of that work.

7. Instructions and procedures to prevent any decision of an inspector regarding a required inspection from being voided by persons other than those listed below:

- Supervisory personnel of the inspection unit
- A person at a supervisory level of administrative control who has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, or alterations functions

(c) Procedures to ensure that required inspections, maintenance, preventive maintenance, and alterations not completed as a result of employee shift changes or similar work interruptions are properly completed before the aircraft is released to service.

(d) Instructions and procedures for maintenance, preventive maintenance, and servicing.

(e) Time limitations or standards for determining time limitations for overhauls, inspections, and checks of airframes, engines, propellers, appliances, and emergency equipment.

(f) Procedures for aircraft refueling, elimination of fuel contamination, fire protection (including electrostatic protection), and supervision and protection of passengers during refueling.

(g) Airworthiness inspections, including instructions covering procedures, standards, responsibilities, and authority of inspection personnel.

(h) Methods and procedures for maintaining the aircraft's weight and center of gravity within approved limits.

(i) A suitable system, which may include a coded system, providing for preservation and retrieval of information in a manner acceptable to the Administrator and which provides the following (Ref. § 91.1025(p)):

- A description of the work performed or reference to data acceptable to the Administrator
- The name of the person performing the work if the work is performed by a person outside the organization of the program manager
- The name or other positive identification of the individual approving the work

(9) Copies of MSpecs, parts D and E, are normally included in the manual. The program manager may decide, however, to insert pertinent excerpts of its MSpecs or reference the MSpecs. This must be done in such a manner that they retain their identity as MSpecs (Ref. § 91.1015).

(10) The manual must provide procedures for the reporting and correction of mechanical irregularities. These procedures must address the following:

(a) The recording of actions in the aircraft maintenance log (Ref. § 91.1113 ).

(b) The method of ensuring that the aircraft maintenance log is readily accessible to each flight crewmember.

(c) The MEL.

(d) The MEL placard system.

(e) Deferred maintenance.



(f) Airworthiness release procedures, or maintenance record entries in the maintenance section of the manual, that include a certification that:

- Work was performed in accordance with the requirements of the manual
- All items required to be inspected were inspected
- No known condition exists that would make the aircraft unairworthy
- So far as the work performed is concerned, the aircraft is in condition for safe operation

**NOTE: Rather than restate the above requirements each time an airworthiness release is executed; the program manager/applicant may state in the manual that the signature of a properly authorized person constitutes that certification.**

(g) The determination of qualifications and authorization of persons to perform airworthiness releases.

(h) Definition of when an airworthiness release is required.

(i) The form and manner in which an airworthiness release will be documented.

(j) Provision of a copy to the pilot-in-command.

(k) A list of required maintenance-related forms and the requirements for preparation.

(11) If the manager has a CAMP, the manual must provide the specifics of the program manager's continuing analysis and surveillance program, including the audit system and mechanical performance.

(12) The manual must include ferry flight limitations and procedures.

(13) The manual must provide procedures for the following:

- Reporting the occurrence or detection of each failure, malfunction or defect of mechanical reliability (mechanical reliability reports)
- Reporting each interruption to a flight, unscheduled change of aircraft en route, or unscheduled stop or diversion from a route caused by known or suspected mechanical difficulties (Mechanical Interruption Summary Report)
- Ensuring that reports of major repairs are prepared and retained by the program manager

(14) Test flight requirements and limitations are required to be in the manual. These include:

- Items requiring operational check flight
- Procedures for performing operational check flight

*G. Analyze Results.* Upon completion of review, analyze the results and determine whether the program manager/applicant's manual meets all requirements.

*H. Debrief Program Manager/Applicant.* Discuss discrepancies and advise what areas need corrective action.

#### **4. TASK OUTCOMES.**

*A. Complete PTRS.*

*B. Document Task.* File all supporting paperwork in the program manager/applicant's office file.

#### **5. FUTURE ACTIVITIES.** Normal surveillance.

## CHAPTER 64. EVALUATE CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM/REVISION

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3330, 3341

B. *Avionics:* 5341

**2. OBJECTIVE.** This chapter provides guidance for evaluating a Continuous Airworthiness Maintenance Program (CAMP) developed by an operator/applicant subject to Title 14 of the Code of Federal Regulations (14 CFR) part 121 or 135, or a fractional program manager (hereafter referred to as the program manager) under part 91, subpart K.

**3. GENERAL.** A CAMP combines the maintenance and inspection functions used to fulfill an operator/applicant's or program manager's total maintenance needs. The regulations specify that each operator/applicant or program manager must have a maintenance program adequate to perform the work and a separate inspection program adequate to perform required inspections.

##### A. *Definitions.*

(1) *Airworthiness.* A condition in which the aircraft, airframe, engine, propeller, accessories, and appliances meet their type design and are in a condition for safe operation.

(2) *Inspection.* The routine performance of inspection tasks at prescribed intervals. The inspection must ensure the airworthiness of an aircraft up to and including its overhaul or lifelimits.

(3) *Scheduled (Routine) Maintenance.* The performance of maintenance tasks at prescribed intervals.

(4) *Unscheduled (Non-Routine) Maintenance.* The performance of maintenance tasks when mechanical irregularities occur. These irregularities are categorized as to whether or not they occur during flight time.

(5) *Structural Inspection.* A detailed inspection of the airframe structure that may require special inspection techniques to determine the continuous integrity of the airframe and its related parts.

B. *Program Requirements.* Basic requirements of a CAMP include the following:

- Inspection
- Scheduled maintenance
- Unscheduled maintenance
- Overhaul and repair
- Structural inspection
- Required Inspection Items (RII)
- Continuing Analysis and Surveillance System (CASS)
- Outsourcing maintenance

C. *Manuals.* Instructions and standards for unscheduled maintenance should be in the operator/program manager/applicant's technical manuals. The manuals must contain procedures to be followed when using these manuals and recording scheduled and unscheduled maintenance.

D. *Operations Specifications (OpSpecs)/ Management Specifications (MSpecs).* CAMPs are authorized according to the OpSpecs for certificate holders, and MSpecs for fractional ownership programs. These OpSpecs/MSpecs describe the scope of the program and reference manuals and other technical data. Details of the program must be included in the operator/program manager/applicant's manual.

**NOTE: MSpecs apply only to those operations conducted under part 91, subpart K. All other operators must use OpSpecs.**

*E. Operator/Program Manager/Applicant's Organization.* The operator/program manager/applicant must have an organization adequate to carry out the provisions of the CAMP. If the work is to be performed outside of the operator/program manager/applicant's organization, the contractor must meet the same requirements. In determining the adequacy of the organization, the following must be considered:

- The complexity of the organization
- The aircraft
- The experience of the personnel
- The number of personnel

#### 4. INSPECTIONS.

*A. Applicability.* During the original certification process of an operator/program manager/applicant, the aviation safety inspector (ASI) should ensure that the CAMP is applicable to the operation in question. To do so, the ASI will inform the operator/program manager/applicant of the relevant policies, procedures, and requirements of the regulations. This is also true during the process for issuing MSspecs to a program manager.

*B. Scheduling.* The operator/program manager/applicant and the ASI should develop a plan to determine a schedule for submitting required documents.

*(1) Scheduled Maintenance.* Maintenance tasks performed at prescribed intervals are considered scheduled maintenance. Some of these tasks are performed concurrently with inspection tasks and may be included on the same work form. Work forms that include maintenance instructions must be provided for a record of the accomplishment of these tasks.

*(a) Scheduled tasks include replacement of life-limited items and components requiring periodic overhaul, special nondestructive inspections (such as X-rays), and checks or tests for on-condition items, lubrications, and weighing aircraft.*

*(b) Prime factors considered for inspection intervals are aircraft use, environmental conditions, and the type of operation. Examples include changes in temperature, frequency of landings and takeoffs, operation in areas of high industrial pollutants, and passenger or cargo operations.*

*(c) To ensure proper maintenance, each inspection interval must be stated in terms of calendar times, cycles, and hours, as required.*

*(2) Unscheduled Maintenance.* Unscheduled maintenance takes place when mechanical irregularities occur.

*(a) Mechanical Irregularities Occurring During Flight Time (Block-to-Block).* These include operational failures and malfunctions and abnormal flight operations, such as hard or overweight landings. The aircraft maintenance record, required by part 91, § 91.1439, part 121, §§ 121.563 and 121.701, and part 135, § 135.65, must be used to record each irregularity and its corrective action.

*(b) Mechanical Irregularities Not Occurring During Flight Time.* These include all other failures, malfunctions, and discrepancies, including, but not limited to, inspection findings. A discrepancy form or equivalent system must be used to record each irregularity and its corrective action.

#### *C. Types of Maintenance.*

*(1) Overhaul and Repair (Airframe, Engine, Propeller, and Appliance).* Maintenance for these items, whether scheduled or unscheduled, may be independent from maintenance performed on the aircraft. The operator/program manager/applicant must provide instructions and standards for repair and overhaul, and a method of approving and recording the work. Appropriate life-limited parts replacement requirements should be included in this portion of a CAMP.

#### *(2) Structural Inspection.*

*(a) Each level of inspection must be clearly defined in the operator/program manager/applicant's CAMP. For example, a specific area of the aircraft may require only a visual inspection during pre-flight "A" and "B" checks, but will require a detailed X-ray or Zyglo inspection in the same area for a "C" or "D" check.*

*(b) Some aircraft are subject to a supplemental structural inspection document, which requires additional age-related structural inspections to be incorporated into the maintenance program.*

*D. Requirements.* If a certificated operator or program manager proposes changes to the CAMP, the ASI must determine the impact of the revision on the

program. Because CAMPs vary, depending on the operator/program manager/applicant's complexity of operation, the ASI must become familiar with all of the pertinent technical and regulatory aspects of the program.

*E. Return to Service.* Through the provisions of 14 CFR part 43, either part 121 or 135 operators using a CAMP are considered maintenance organizations. As such, they are authorized to approve aircraft and/or equipment for return to service and are responsible for meeting the requirements of part 43, § 43.13. Program managers are not maintenance organizations and do not have the privileges of a certificated organization, although they may have related organizations, such as repair stations that are certificated.

(1) The persons exercising certificate privileges have always had the responsibility to show compliance with regulatory requirements and to make a determination of conformance and safety. The need to ensure that a replacement part was produced by a Federal Aviation Administration (FAA)-approved source is therefore critical.

(2) Principal inspectors (PI), during the process of certification and surveillance, must ensure that the operator/program manager/applicant fully understands § 43.13 and the following resulting responsibilities:

(a) Showing that any/all parts and/or materials used, from any source, are airworthy (i.e., conform to type design),

(b) That such parts are equal to the original or properly altered condition, and

(c) That parts and materials have been maintained properly.

(3) Additionally, the PI must ensure that the operator/program manager/applicant's manual contains adequate procedures at the incoming inspection to determine the compliance with § 43.13, prior to the material being stocked or used.

*F. Part 135 (Nine or Less) Operators.* An operator with a CAMP must maintain its aircraft according to that program. This includes aircraft of nine or less passengers maintained under an operator's CAMP in accordance with § 135.411(b).

*G. Maintenance Performed for Other Operators.* An operator maintaining their aircraft under a CAMP under part 121 or 135 may also perform maintenance for another certificate holder under the same 14 CFR part. Such maintenance must be performed in accordance with that certificate holder's CAMP, including aircraft of nine or less passenger seats. However, an operator under part 135 is NOT authorized to perform maintenance for an operator under part 121, and vice versa.

**NOTE: Although program managers may use a CAMP, they are not authorized to perform maintenance for other program managers unless they also hold an appropriate certificate, such as a repair station certificate or a mechanic's certificate. Having approval to use a CAMP does not give them the same privilege to perform maintenance that an air carrier certificated under part 121 or part 135 has.**

**5. MAINTENANCE PROGRAM.** The maintenance program must incorporate a set of procedures that ensures the following:

- Maintenance, preventive maintenance, and alterations performed by air carriers or by other persons/organizations (outsourcing maintenance) are performed according to the operator's or program manager's manual
- Competent personnel and adequate facilities/equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations
- Each aircraft released to service is airworthy
- Airworthiness inspections and RII are performed per the operator's manual, by qualified personnel
- A system is in place that addresses how specific RII are developed, controlled, and reviewed to ensure the continued airworthiness of aircraft

*A. Airworthiness Inspections.* Section 121.135(b)(19) and similar provisions of part 135 and part 91, subpart K stipulate that each operator/program manager's manual must discuss airworthiness inspections, including instructions covering procedures, standards, responsibilities, and authority of inspection personnel. The methods and procedures

established by the manual must be followed as prescribed by § 121.367 and § 135.427. Items not designated as RII will also be inspected according to the manual's instructions.

**B. RII.** Sections 91.1427(b)(2), 121.369(b)(2), and 135.427(b)(2) discuss the designation of maintenance and alteration work that must be inspected.

(1) The manual must contain a designation of the items of maintenance and alteration that must be inspected. These will include, at a minimum, those items that could result in failure, malfunction, or defect, endangering the safe operation of the aircraft if maintenance is not performed properly or if improper parts or materials are used. Each operator must evaluate its work program to identify RII. Such items may be identified with the abbreviation "RII," an asterisk, or any similar method.

(2) In determining the work items that are to be categorized as RII, the operator or program manager should consider the importance of the following:

- Installation, rigging, and adjustments of flight control
- Installation and repair of major structural components
- Installation of aircraft engines, propellers, and rotors
- Overhaul, calibration, or rigging of components such as engines, propellers, transmissions, gearboxes, and navigation equipment

**6. INSPECTION ORGANIZATION.** Each operator/program manager must have an organization adequate to perform required inspections. The performance of required inspections must be organized so as to separate the required inspection functions from other maintenance, preventive maintenance, and alteration functions. Section 91.1423(b) requires that if the program manager maintains its aircraft under a CAMP, each organization with which the program manager arranges to perform the work must also have an adequate organization to perform the work.

**A. Personnel Considerations.** The operator/applicant or program manager must maintain a current listing of persons qualified to inspect its RII. Where such maintenance is performed by other organizations, the operator must determine that the contractor maintains such a list. Each individual must be identified by name, occupational title, and the RII that individual is authorized to inspect.

(1) To comply with these requirements, the operator/program manager's personnel roster (or the contractor's roster) may be used. This roster should include a method for positive identification of those who are trained, qualified, authorized, certificated, and current.

(2) Authorized individuals may be informed by letter or by a list showing the extent of their responsibilities, authorities, and inspection limitations. If a list is used, it should be signed by each authorized individual to confirm that the authorized person is fully aware of any inspection limitations.

**B. Maintenance and Inspections.** The separation of the operator's maintenance organization from the inspection organization applies to required inspection items.

## 7. OUTSOURCING MAINTENANCE.

**A.** Sections 121.367(a) and 135.425(a) require that all maintenance, preventive maintenance, or alterations performed by other persons be performed in accordance with the air carrier's manual. Air carriers must detail in their manuals the policies, procedures, instructions, and methods for the accomplishment of all outsourced maintenance. Outsourcing of maintenance can be accomplished at many different levels. From line maintenance and on-call maintenance to component/accessory repairs to the accomplishment of heavy maintenance checks and substantial maintenance, outsourcing of maintenance is an integral component of every air carrier's CAMP.

**B.** To determine if the air carrier has the appropriate policies, procedures, instructions, and methods of performing outsourcing maintenance refer to Order 8300.10, Volume 2, Chapter 69, Evaluate Part 121/135 (10 Or More) Outsource Maintenance Arrangement.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of parts 91, 121, and 135, as applicable
- Successful completion of the Airworthiness Inspector Indoctrination course(s), or equivalent

*B. Coordination.* This task must be coordinated between Airworthiness ASIs, Operations ASIs, and regional specialists.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- Maintenance Review Board Document
- 14 CFR parts 43, 65, 91, and 145
- Appropriate current advisory circulars (AC), (e.g., AC 120-16, Air Carrier Maintenance Program)
- ATOS Elements: 1.3.1, 1.3.2

#### B. Forms:

- FAA Form 8400-8, Operations Specifications

#### C. Job Aids:

- JTA: 3.3.41

### 3. PROCEDURES.

*A. Brief the Operator/Program Manager/Applicant.* Provide the operator/program manager/applicant with the applicable ACs and advise him or her of the current policies and regulatory requirements.

*B. Review the Schedule of Events.* If this task is performed as a part of an original certification, review the schedule of events to ensure that this task can be accomplished within the schedule.

*C. Evaluate the Organization Documentation.* The CAMP must contain the following:

(1) A complete description of the operator/program manager/applicant's organization as it relates to the program, including the duties and responsibilities of the relevant individuals.

(2) A list of persons with whom the operator/program manager/applicant has arranged for the performance of any work, along with a general description of that work.

(3) A proper separation of maintenance and inspection functions for the performance of required inspections.

*D. Evaluate the Inspection and Maintenance Programs.* The CAMP must contain inspection and maintenance procedures for the performance of maintenance, preventive maintenance, and alterations. These procedures must, at a minimum, include the following:

(1) The method of performing routine and non-routine maintenance, preventive maintenance, and alterations.

(2) A list of designated items that must be inspected.

(3) The method for performing required inspections.

(4) A system that addresses how specific required inspections are developed, controlled, and reviewed to ensure the continued airworthiness of aircraft.

(5) The method of designating personnel performing required inspections by occupational title, name, and authorization.

(6) Procedures for the reinspection of work performed as a result of previous required inspection findings (buy-back procedures).

(7) Procedures, standards, and limits necessary for required inspections, including identifying RII within work forms or job cards.

(8) Procedures for the periodic inspection and calibration of precision tools, measuring devices, and test equipment.

(9) Procedures for maintaining records and control of the inspections and calibrations.

(10) Procedures to ensure that all required inspections are performed.

(11) Instructions to prevent any person who has performed any item of work from performing any required inspection of that work.

(12) Instructions and procedures to prevent any decision of an inspector regarding any required inspection from being countermanded. Only supervisory personnel of the inspection unit or an administrative person with overall responsibility for both the required inspection and other maintenance and alteration functions can override an inspector's decision.

(13) Procedures to ensure that required inspections, maintenance, and alterations that are left incomplete as a result of a work interruption are properly completed before the aircraft is returned to service.

(14) Work forms, job cards, and detailed procedures for performing inspections and other maintenance.

(15) The necessary policies, procedures, instructions, and methods for the performance of outsourcing maintenance (ref. vol. 2, ch. 69).

*E. Evaluate the Maintenance Records/System.* The CAMP must contain a maintenance recordkeeping system. The operator/program manager/applicant must meet the requirements of § 91.1113, § 121.380, and § 135.439. In addition, the operator must have a system for the retention and retrieval of maintenance records to provide the following:

- A description of the work performed
- The name of the person performing the work and/or the name of the organization if other than the operator/program manager/applicant
- The name of the person approving the work
- Transfer maintenance records from outsource maintenance providers to the air carrier

*F. Evaluate Personnel.* The CAMP must contain the following:

(1) Procedures to determine the qualifications of personnel, including management and supervisory personnel.

(2) Procedures to ensure that only persons who currently are appropriately certificated, properly trained, authorized, and qualified perform any required inspections.

(3) Instructions to ensure that those persons performing required inspections are under the control of the inspection unit.

(4) Instructions to relieve any person performing maintenance for a period of at least 24 hours per a 7 day period, or the equivalent thereof, within any calendar-month. (This is a part 121 requirement only.)

*G. Evaluate the Structural Inspection Procedures.* This part of the CAMP must include the following:

- Corrosion control procedures
- A detailed inspection of areas where maintenance is being performed to detect cracks, distortion, and corrosion, to examine attachment of parts, and to determine the condition of the area
- Maintenance Review Board/ manufacturer's routine structural inspection requirements

*H. Analyze the Findings.*

(1) Evaluate all deficiencies to determine what, if any, corrective actions will be required.

(2) If the CAMP has deficiencies, schedule a meeting with the operator/program manager/applicant to discuss needed program changes and deficiency resolutions.

#### **4. TASK OUTCOMES.**

*A. Complete PTRS.*

*B. Complete the Task.* Successful completion of this task will result in the following:

(1) When all requirements for the program have been met, accept and authorize the use of the program by issuing OpSpecs/MSpecs in accordance with Volume 2,

Chapter 84, Part 121/125/135 Operations Specifications, or part 91, subpart K §91.1015, Management specifications.

(2) Providing the operator/program manager/applicant with the original CAMP, with instructions to provide a copy of the program to the certificate-holding district office (CHDO).

*C. Document Task.* File all supporting paperwork in the operator/program manager/applicant's office file.

**5. FUTURE ACTIVITIES.** Normal surveillance.



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## CHAPTER 70. EVALUATE PARTS 91 SUBPART K/121/135.411(a)(2) MAINTENANCE TRAINING PROGRAM/RECORD

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3633

B. *Avionics:* 5633

**2. OBJECTIVE.** This chapter provides guidance for evaluating and accepting an operator/applicant's or fractional program manager's (hereafter referred to as the program manager) maintenance/inspection training program.

**3. GENERAL.** Effective training is the basis for a successful maintenance/inspection program. Although many procedures for maintaining and inspecting aircraft may be similar, the equipment, procedures, and task documentation used may all be unique to the operator/program manager/applicant's specific programs.

A. Title 14 of the Code of Federal Regulations (14 CFR) part 91 (subpart K) and part 135 may require, and parts 121 and 145 do require, that maintenance/inspections be performed in accordance with the operator/applicant's or program manager's manual.

B. Maintenance/inspection training programs are the most efficient manner to inform personnel of the requirements of the operator/applicant's or program manager's program.

**4. COORDINATION REQUIREMENTS AND SCHEDULING.** Aviation safety inspectors (ASI) should encourage applicants to discuss pending maintenance/inspection training program development with the certification team before the program is submitted for final acceptance. It is especially important that programs be reviewed for conformity with appropriate regulatory requirements. This review can reduce the number of major changes an operator will have to make after a program has been printed and distributed.

**5. SCHEDULING MAINTENANCE TRAINING PROGRAMS.** Delays in program acceptance results in delays in the certification process, or in the case of fractional ownership programs, delays in issuance of management specifications (MSpecs). To facilitate the evaluation of the training programs, the applicant should be encouraged to schedule a classroom training session in a timely manner.

**6. CONTENT OF MAINTENANCE/INSPECTION TRAINING PROGRAMS.** The program manager's Continuous Airworthiness Maintenance Program (CAMP) or operator/applicant's training program should include company indoctrination and technical training (formal and on-the-job training (OJT)). The program should contain a list of tasks to be taught and a method for recording the training. Completion of the training must be entered in the individual's training record.

A. *Company Indoctrination.* Each maintenance/inspection employee should receive instruction in the use of the operator/program manager/applicant's manuals, policies, procedures, and forms.

B. *Maintenance/Inspection Technical Training.*

(1) Training may consist of a combination of formal (classroom) instruction and OJT. The operator/program manager/applicant may give training credit to individuals for experience gained while employed by other operators/program managers.

(2) Procedures unique to the operator/program manager/applicant should be taught. Training records should indicate the amount of formal training, OJT, and experience each individual receives.

(3) Technical training may be contracted to another operator, manufacturer, or in the case of a specialized process, to a person knowledgeable in that specialized process. The operator/program

manager/applicant is responsible for the content and quality of such training.

(4) The Federal Aviation Administration (FAA) does not establish a fixed amount of time for indoctrination or technical training courses, but the courses should use a minimum time proportional to the operator/program manager/applicant's complexity.

*C. Responsibilities for Persons Other than an Operator/Program Manager's Employees.* Part 121 requires each certificate holder to be primarily responsible for having a training program and ensuring that the training received throughout the operator/program manager's system is of equal quality and effectiveness. This covers all persons such as the certificate holder's employees and contract personnel for emergency maintenance and servicing.

(1) Part 91, § 91.1433; part 121, § 121.375; and part 135, § 135.433 are similar in that each certificate holder or person who performs maintenance shall have a training program. The training program ensures that each person, including inspection personnel, is fully informed about procedures, techniques, new equipment in use and is competent to perform the applicable duties.

(2) Part 91, § 91.1429(a); part 121, § 121.371(a); and part 135, § 135.429(a) are similar in that no person may use any person to perform required inspections unless the person performing the inspections is appropriately certificated, properly trained, qualified, and authorized to do so.

**NOTE: 14 CFR part 1 defines a "person" as an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental unit.**

*D. Category II/III Maintenance Personnel Training.* Each applicant for Category II/III must establish an initial and recurrent training program. This program must be acceptable to the Administrator and cover all personnel performing quality control inspection and maintenance work on Category II/III airborne systems and equipment. Training records for such personnel are to be kept current and made available to the FAA for inspection.

*E. Recurrent Training.* The operator/program manager/applicant's training program should ensure that deficiencies discovered through continuous

analysis and surveillance are corrected during recurrent training. Fractional ownership program manager's personnel who are responsible for maintenance are required to receive annual training. Additionally, recurrent training should include at least the following:

- Review, reinforcement, and upgrade of all training given in both indoctrination and technical subjects
- Input from maintenance bulletins and/or maintenance newsletters
- Critical tasks, such as run-up/taxi, Required Inspection Items (RII), and Non-destructive Inspection (NDI)

*F. Training Records.* Training records must be retained by the operator/program manager/applicant to document that personnel are adequately trained. Training records should be maintained at a central location, but may be maintained at other locations provided these locations are listed in the operator/program manager/applicant's manual.

*G. Special Emphasis Training.* Special maintenance/inspection training programs are required when new or different types of aircraft and/or equipment are introduced.

*H. Fractional Ownership Training Requirements.* Fractional ownership programs require aircraft-specific technical training for those persons who are responsible for maintenance. This training is intended for persons within the fractional ownership program who oversee and/or schedule maintenance and inspections and are responsible for creating or amending the manager's inspection or maintenance program(s). The training, which is required both initially and annually (recurrent), ensures that those personnel are technically knowledgeable of the aircraft. This specific training requirement does not extend to the persons performing the maintenance. However, all maintenance personnel must still meet the requirements of the applicable regulations, such as 14 CFR parts 43, 65, and 145.

*I. Fractional Ownership CAMP.* Program managers who maintain their aircraft in accordance with a CAMP have additional training requirements. Section 91.1433 requires that the program manager, or person performing maintenance for the program manager, have a training program. This program must

ensure that each person, including inspection personnel, who determines the adequacy of work performed is fully informed about the procedures, techniques, and new equipment in use and is competent to perform the work. Section 91.1429 also requires that any person who performs required inspections be properly trained. This is in addition to their certification, authorization, and qualification requirements.

**7. ACCEPTING THE MAINTENANCE/INSPECTION TRAINING PROGRAM.** The task of acceptance differs from approval in that no specific procedure or vehicle is used to accept a training program. The program is approved by the general manager upon FAA acceptance. A list of effective pages will show acceptance dates of the maintenance/inspection training program.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of parts 91 (subpart K), 121, and/or 135
- Successful completion of the Airworthiness Inspector Indoctrination course(s), or equivalent
- Familiarity with the type of operation being evaluated

B. *Coordination.* This task requires coordination with maintenance, avionics, and regional specialists.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- Section 604 of Title 49 of the United States Code (49 U.S.C.)
- 14 CFR parts 65, 91 (subpart K), 121, 135, and 145
- Title 49 of the Code of Federal Regulations (49 CFR) part 173
- ATOS Element : 4.2.1

B. *Forms.* None.

#### C. Job Aids:

- JTA: 3.3.20

### 3. PROCEDURES.

#### A. Review Operator/Program Manager File.

B. *Review Schedule of Events.* If this task is performed as part of an original certification or issuance of MSpecs, review the Schedule of Events to ensure that this task can be accomplished in accordance with the schedule.

C. *Review Maintenance/RII Training Programs.* The program should include the following elements in both the maintenance training program and the RII training program.

(1) The name of the person responsible for the overall administration of the maintenance/RII training program.

(2) The name(s) of the person(s) responsible for other processes within the maintenance/RII training program (e.g., recordkeeping, revisions to training programs, and security of the program).

(3) Designated maintenance/RII training instructors.

(4) A description of how instructors are determined to be qualified.

(5) Procedures used to authorize instructors.

(6) A file on the instructors consisting of qualifications, authorizations, and other documents pertaining to instructor assignments.

(7) A list describing what type of training is required for new employees or RII candidates (indoctrination, OJT, etc.).

(8) Procedures for evaluating, crediting, and documenting a new employee's previous training.

(9) Procedures for determining what additional training is required for a new employee.

(10) A schedule for recurrent training, a description of recurrent training, and procedures for determining requirements for other training.

(11) Recordkeeping procedures, including records of the following:

- Training dates
- Who performed the training (instructor should indicate by signing)
- The number of hours of training performed
- The content of the training performed

(12) Criteria for determining the quality of the training program (training standards).

(13) Evaluation of the need to revise training programs.

(14) A training syllabus that describes the following:

- Content of each training course
- Format of training (classroom, OJT)
- Duration of training courses
- Standards for grading students
- Training aids

(15) Criteria to determine acceptability of contract training, to include:

- Qualifications of instructors
- Criteria to establish appropriateness of reference material being taught
- Reporting procedures to inform the operator/program manager of student progress
- Criteria to determine adequacy of facilities
- Criteria to evaluate contractor's training syllabus

*D. Review RII Training.* The operator/program manager/applicant must provide RII original and recurrent training, including:

(1) A statement that RII students are appropriately certificated, qualified, trained, authorized, and current as airframe and/or powerplant mechanics or appropriately-certificated repairmen;

**NOTE: Part 91, subpart K does not allow repairmen to be used for RII purposes.**

(2) A method for notifying the RII candidate of the successful completion of the course; and

(3) A method for receiving confirmation by the candidate of acceptance of RII authorizations and responsibilities.

*E. Observe Operator/Program Manager/Applicant Performing Training.* This observation is performed regardless of whether the operator/program manager performs the training or contracts with another company.

(1) Ensure that facilities are adequate, including classrooms, training aids, and reference materials.

(2) Evaluate the instructor's presentation and knowledge.

(3) Ensure that course content and instruction is in accordance with the training syllabus.

(4) Ensure that training recordkeeping is performed in accordance with the maintenance/RII inspection program.

*F. Analyze Findings.* Evaluate all deficiencies to determine what changes will be required.

*G. Debrief the Operator/Program Manager/Applicant.*

(1) If deficiencies are discovered during the review, return the program to the operator/program manager/applicant with a letter describing the problem areas, if necessary. If this review is being performed as part of a certification, inform the operator/program manager/applicant that issuance of the certificate will be withheld until deficiencies are corrected.

(2) Schedule a meeting with the operator/program manager/applicant to discuss the problem areas if it may be helpful in resolving deficiencies. Discuss how to resolve deficiencies.

#### 4. TASK OUTCOMES.

*A. Complete PTRS.*

*B. Complete the Task.* Successful completion of this task will result in the following:

(1) A letter to the operator/program manager/applicant indicating acceptance of the program; and

(2) The original accepted program sent to the operator/program manager/applicant along with instructions to provide a copy of the program to the certificate-holding district office.

*C. Document Task.* File all supporting paperwork in the operator/program manager/applicant's file.

**5. FUTURE ACTIVITIES.** Normal surveillance.

## CHAPTER 76. CONDUCT PARTS 91/121/135 PROVING/VALIDATION TESTS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3318

B. *Avionics*: 5318

**2. OBJECTIVE.** This chapter provides guidance for conducting proving tests, as required by Title 14 of the Code of Federal Regulations (14 CFR) part 91, subpart K and § 91.1041; part 121, § 121.163; and part 135, § 135.145. This chapter also provides guidance for evaluating an operator/applicant's or fractional program manager's (hereafter referred to as the program manager) compliance through the use of validation tests per § 91.1041, part 121, subparts E and F, or § 135.145.

#### 3. GENERAL.

A. *Definitions.*

(1) *Proving Flights.* A qualified operations inspector is an inspector who, in order of preference, is:

(a) Aircraft type-rated and current, or

(b) Aircraft type-rated and not current, or

(c) An aviation safety inspector (ASI) (Operations), type-rated in an aircraft within the same group (group I or II) being used in the proving flight and in possession of a "Best Qualified" letter of authorization (LOA).

(2) *Proving Tests.* Tests conducted by an operator/program manager/applicant to demonstrate the ability to operate according to proposed procedures and regulatory requirements for original certification or introduction of equipment new to the operator/program manager.

(3) *Provisionally-Certificated Aircraft.* Aircraft in the process of receiving a type certificate or an amendment to an existing type certificate.

(4) *Validation Flights.* A qualified Operations inspector is an inspector who, in order of preference, is:

(a) Aircraft type-rated and current; or

(b) Aircraft type-rated and not current; or

(c) Aircraft group qualified, or

(d) An ASI in possession of a "Best Qualified" LOA.

(5) *Validation Tests.* Tests conducted by an operator/program manager/applicant to demonstrate the ability to operate according to procedures and regulatory requirements for specific operational authorizations.

**NOTE: For validation testing (with the exception of Federal Aviation Administration (FAA) navigation specialists conducting a navigation validation test), the qualified Operations inspector must be familiar with the testing being conducted. For extended twin engine operations (ETOPS) validation flights, the qualified Operations inspector should be type-rated (not necessarily current) in the specific aircraft, or type-rated in another ETOPS-approved aircraft, and be thoroughly familiar with the ETOPS requirements.**

B. *Test Differences.* Proving and validation tests differ with respect to regulatory source and application. Both tests provide a method for evaluating an operator/program manager's demonstrated operational ability. Both the testing methods and the results of the tests must be acceptable to the Administrator.

C. *FAA Inspection Team Requirements.* The Flight Standards District Office (FSDO) manager shall organize the inspection team and assign a principal inspector (PI) as team leader.



(1) The team leader will be responsible for the conduct, coordination, and evaluation of the test plan. In addition, the team leader will be the spokesperson for the Administrator on all matters pertaining to the test.

(2) The inspection team should have the following personnel, as required:

- An Operations ASI qualified on the equipment
- Maintenance and Avionics ASIs trained on the equipment and experienced in either part 91, subpart K, 121, or 135 operations, as applicable

(3) All members should be familiar with the pertinent parts of the operator/program manager's manual and program.

(4) For all in-flight scenarios conducted during proving flights, a qualified Operations inspector must be present in the aircraft. For flights involving repositioning of inspectors for proving or validation "ground" scenarios (i.e., flights that do not include in-flight scenarios), a qualified Operations inspector does not need to be onboard the aircraft, provided the flightcrew is type-rated, current, and has completed all training requirements, as applicable for the type of operation. Such flights are considered incidental to the proving/validation tests and considered advantageous to both the FAA and operator.

(5) If a qualified Operations inspector is not available within the certificate management office (CMO) or FSDO, the office manager will request assistance in locating a qualified Operations inspector from the Regional Flight Standards Division (RFSD). The RFSD will first try to locate a qualified operations inspector within its region, and, if necessary, look outside its region. The Flight Activity and Crew Tracking System (FACTS) database can be a useful tool in locating such inspectors. The RFSD may also request the assistance of the Flight Standards Inspector Resource Program (FSIRP) office in obtaining a qualified Operations inspector. If the FSIRP office determines that the FAA does not have any qualified Operations inspectors who are type-rated and current or type-rated and non-current, then the FSIRP may issue a "Best Qualified" LOA for an Operations inspector, current on a similar type aircraft

within the same group, and valid for a period of time sufficient to complete the operator's proving test.

**NOTE: All LOAs must be initiated by the RFSD, approved by the FSIRP office, and electronically forwarded to the inspector through the Air Carrier Operations Branch, AFS-220. This can be accomplished by electronically carbon copying AFS-220 when sending the LOA to the inspector.**

(6) For unique situations in which an operator must conduct proving flights in an aircraft with only one jump seat and no passenger seats (e.g., cargo-configured aircraft), the qualified Operations inspector must conduct all in-flight scenarios. The principal operations inspector (POI) should thoroughly review the operator's proving test plan to determine that all FAA disciplines have the opportunity to conduct sufficient testing. Other forms of testing can be accomplished by table-top demonstrations as well as pre-flight and post-flight scenarios. Any other unique proving flight situations may require a waiver and such requests should be forwarded to the RFSD for concurrence and further forwarded to the Air Transportation Division, AFS-200, for approval.

(7) All FAA participants conducting the proving test must review the carrier's operation, operations manual, and the proving test plan to report deficiencies in any of these areas. It is desirable to have the POI included as part of the in-flight proving test team; but on space-limited flights where the POI is not the qualified Operations inspector, the qualified Operations inspector should have seating priority in order to facilitate the in-flight scenarios.

(8) Once the qualified Operations inspector has completed the in-flight scenarios associated with proving flights, the Avionics and Maintenance inspectors should have an opportunity to observe normal flight deck operations from the flight deck jump seat. When an Avionics or Maintenance inspector is occupying a flight deck jump seat, no in-flight scenarios will be conducted. The additional inspector observations should be planned so additional flight segments are not required of the operator.

**4. PROVING TESTS.** Proving tests are conducted to ensure that an operator/program manager's organization and maintenance program can support a proposed operation effectively and safely. The

operator/program manager/applicant must demonstrate the ability to conduct line operation functions with a specific aircraft in compliance with regulations and safe operating practices.

*A. Part 121 Proving Tests.* Part 121 requires aircraft proving tests when the following occurs:

- Initial certification of an applicant
- An operator submits a proposal to add to its operations specifications (OpSpecs) an aircraft type that the operator has not operated previously
- An operator submits a proposal to use materially-altered aircraft

*B. Part 91, Subpart K and Part 135 Proving Tests.* Part 91, subpart K, and part 135 require aircraft proving tests when the following occurs:

- Initial certification or issuance of management specifications (MSpecs) to an applicant
- An operator/program manager submits a proposal to add to its OpSpecs/MSpecs an aircraft for which two pilots are required by type certificate for operations under visual flight rules (VFR), if the operator/program manager has not previously proved such an aircraft in operations.

*C. Proving Test Plan.* The operator/program manager/applicant must develop and submit a proving test plan at least 30 days prior to any in-flight demonstration the operator/program manager desires to have credited toward proving test requirements. This includes training or ferry flights. Any deviations to this plan must be coordinated with the certificate-holding district office (CHDO).

*D. FAA Planning Stage.* During the FAA planning stage, the team leader will assign responsibility for different sections of the proving test report to specific members of the team.

(1) Each team member's responsibility includes project participation until the final report is ready for submission.

(2) Team leader responsibilities include the following:

- Notifying the region of proving test dates, times, and locations. The region shall notify other regions affected by the impending proving tests and any resulting scheduled operations proposed by the operator/program manager
- Assigning appropriate sections of the test plan to maintenance, avionics, and operations inspectors for their review and comment
- Coordinating with the office of aviation security, as necessary, to obtain security inspector assistance for evaluating specific areas such as hazardous materials and passenger screening

**NOTE: Figure 76-1 provides guidance to the team leader in the planning and coordination stage.**

*E. Personnel Participation.* Regulations limit the participants in the in-flight portion of the proving tests to those required by the operator to conduct the tests and those designated by the Administrator. The number of persons on board in excess of the crew and the FAA proving test team must be kept to a minimum. Personnel in this category will be limited to the following:

- Operator/program manager/applicant's supervisory personnel
- Designated FAA representatives from regional and/or Washington headquarters
- Representatives of the aircraft/engine/accessories manufacturer(s)

*F. Provisional Airworthiness Certificates.* In rare situations, an operator/applicant may propose to use a provisionally-certificated aircraft during proving tests under part 121.

(1) The issuance of a Provisional Airworthiness Certificate, per part 21, subpart I is the responsibility of the Manufacturing Inspection District Office.

(2) To obtain FAA approval, the operator must show that no feature, characteristic, or condition of the aircraft would make it unsafe when operated in

accordance with part 91, § 91.317 and part 121, § 121.207.

**NOTE: Parts 135 and 91, subpart K do not permit the use of provisionally-certificated aircraft for proving tests.**

**5. VALIDATION TESTS.** Validation tests provide the operator/program manager with an opportunity to demonstrate to the Administrator that specific line operations, such as two-engine, extended-range, long-range navigation, and Category II and III operations, can be conducted safely. Validation tests, like proving tests, are operator-oriented but are usually more limited in scope. Validation tests and proving tests may be conducted jointly.

## **6. PROVING AND VALIDATION TEST PROCESS.**

*A. Phase I.* During Phase I, the team leader must ensure that the operator/program manager/applicant is aware of the specific proving or validation test requirements and the requirements for submitting the plan to the Administrator.

(1) Phase I of the proving test process begins when one of the following occurs:

- An applicant for a certificate or the program manager establishes the Schedule of Events
- An operator/program manager advises the CHDO of an intent to acquire a new aircraft type

(2) For validation tests, this phase begins when one of the following occurs:

- An operator/program manager proposes to operate over routes requiring a special navigation authorization
- An operator/program manager acquires new equipment that requires special performance or operational authorization

*B. Phase II.* Phase II begins when the operator/program manager/applicant submits the test plan to the FAA for evaluation. During this phase, the team leader must ensure the plan, as submitted, is

complete and the format is acceptable for a thorough review and analysis to be conducted.

*C. Phase III.* Phase III consists of the inspectors thoroughly reviewing the submitted plan.

(1) The review should ensure compliance with regulatory requirements and the logical sequencing of events.

(2) During this phase, close coordination must be maintained between the Administrator and the operator/program manager/applicant. The operator/program manager/applicant should be advised by letter of the results of the review. This review should take place within 5 days of the plan's submittal.

*D. Phase IV.* Phase IV is the demonstration phase.

(1) For proving tests, the operator/program manager/applicant conducts both en route and non-en route segments of the test for FAA observation.

(2) For validation tests, the operator conducts specific operations to accomplish one of the following:

- Collect verification data
- Provide a flight/operation for FAA observation

*E. Phase V.* After successfully completing a proving/validation test, the CHDO approves the OpSpecs/MSpecs and completes the appropriate test report.

## **7. PROVING TEST REQUIREMENTS.**

*A. Types of Flights Permitted.* For proving tests to be acceptable, the operator/program manager/applicant must demonstrate the ability to operate according to the operating and maintenance regulatory requirements that would apply if the operator/program manager were fully certificated or already held OpSpecs/MSpecs and held the necessary authorizations. Only the following types of flights can be credited toward proving tests:

(1) Representative en route flights conducted under the provisions of part 91, 121 or 135, and other applicable rules with FAA inspectors on board; and

(2) Training flights observed by an FAA Operations ASI, if the aircraft is maintained according to the proposed maintenance/inspection programs.

*B. Time Requirements for Part 121.* The minimum time requirements for proving tests under part 121 are as follows:

*(1) Newly-Manufactured Aircraft.* Section 121.163(a) requires a minimum 100 hours of proving tests to include 10 hours of night flight, in addition to the aircraft certification tests. This applies to new aircraft manufactured in the United States or any foreign-manufactured aircraft not previously operated by a U.S.-certificated operator.

*(2) Proving Tests for Kinds of Operations.* Section 121.163(b) requires at least 50 hours of proving tests by a certificate holder for each kind of operation it intends to conduct.

*(3) Proving Tests for Materially-Altered Aircraft.* Section 121.163 (c) requires a certificate holder to conduct at least 50 hours of proving tests for each kind of operation it intends to conduct in a materially-altered airplane. Examples of materially altering an aircraft design include the following:

- Installation of engines that differ in type from those originally installed on the aircraft for type certification
- Any design alterations that significantly affect flight characteristics, e.g., wing or fuselage extensions

*C. Time Requirements for Part 91, Subpart K and Part 135.* Proving tests under part 91, subpart K and part 135 are required only when those operations are conducted with aircraft requiring two pilots by type certificate for operations under VFR, or when those operations are conducted with a turbojet-powered airplane if it has not previously proved the same or another turbojet-powered airplane.

(1) At least 25 hours of proving tests must be flown when an operator/program manager has not previously operated an aircraft for which two pilots are required by type certificate for VFR operations, or when those operations are conducted with a turbojet-powered airplane if it has not previously proved the same or another turbojet-powered airplane.

(2) At least 25 hours of proving tests must be flown when an aircraft used by the operator/program manager has been significantly altered in design. Significant alterations in the design of an aircraft include the following:

- Installation of engines that differ in type from those originally installed on the aircraft for type certification
- Any design alteration that significantly affects flight characteristics, e.g., short takeoff and landing modifications

*D. Airport Operations.* An operator/program manager must conduct a representative number of proving tests into airports that the operator/program manager plans to serve in approved OpSpecs scheduled/unscheduled or approved MSpecs operations. If an operator/program manager plans to provide service to airports in more than one area (domestic and overseas), the operator/program manager must conduct proving tests into a representative number of those areas. The Administrator will determine what constitutes a representative airport or area of en route operation.

*E. Carriage of Passengers/Cargo.* The carriage of revenue passengers on a proving test is strictly prohibited. The carriage of mail, express, or other revenue cargo is permitted when the operator/applicant has the appropriate Department of Transportation (DOT) economic authority.

*F. Deviations.* The only deviations authorized by regulations are to the required number of proving test flight hours.

*G. Predemonstration Meetings.*

(1) The proving team shall conduct predemonstration test meetings to accomplish the following:

(a) Provide members with assignments, schedules for flight times and locations, and inspection and reporting requirements.

(b) Determine the means of testing the operator/program manager/applicant's ability to deal with simulated and/or actual operational contingencies within the limits of the proposed program. Scenarios must be clearly understood by and coordinated with each member of the team in terms of individual roles

and responsibilities. The proving test team leader must ensure:

- That the operator/program manager is not encumbered with so many simulated situations that a realistic evaluation of the proposed operation is hindered
- That emergency or other simulated situations, when appropriate, are well-coordinated with other agencies such as Air Traffic Control or airport authorities, as required

**NOTE: All simulated scenarios must be terminated immediately if an actual emergency occurs.**

(2) The following are examples of typical scenarios that may be used in evaluating the operator/program manager's capabilities:

(a) Diversion to alternative airports for reasons such as weather or maintenance. This would test the company's communications, maintenance, and other operational capabilities.

(b) Minimum Equipment List (MEL) or Configuration Deviation List (CDL) situations that test the operator/program manager/applicant's operations and maintenance procedures, e.g., a simulated inoperative generator.

(c) Problems that will demonstrate the operator/program manager/applicant's competency and knowledge of areas such as aircraft performance, airport analysis programs, and alternative company procedures, e.g., simulating an inoperative anti-skid or thrust reverser while operating on runways contaminated with ice, slush, or snow.

(d) Maintenance problems that will demonstrate:

- The availability of spare parts, special tools and equipment, and sufficient competent, trained personnel, if applicable
- The effectiveness of maintenance procedures

- The availability of contracted support agencies, if required, e.g., fueling, deicing, and non-routine maintenance

(e) Problems that will cause the operator/program manager/applicant to use alternative weight and balance procedures, if the normal system is a computer-based system.

(f) Problems that will demonstrate the operator/program manager/applicant's ability to function according to established company procedures and FAA regulations for security and hazardous cargo situations.

(g) Operational situations that exercise dispatch, flight following, or flight locating centers to test communications, weather information dissemination, and other flight information distribution abilities.

(h) Simulated aircraft emergencies, such as engine failure or landing gear retraction/extension problems.

**NOTE: Under no circumstances shall an inspector require an actual engine shutdown.**

(i) Specific simulated emergencies, if applicable:

- Incapacitated passengers in need of immediate medical assistance
- Lavatory or cargo fires
- Loss of pressurization
- Unruly passenger who interferes with a crewmember

## 8. VALIDATION TEST REQUIREMENTS.

A. Validation tests shall be conducted for the following reasons:

- When directed by the director of the Flight Standards Division, AFS-1, or the PI
- When § 91.1041 or part 121 (subparts E and F) and § 135.145 require an operator/program manager to demonstrate that it can

satisfactorily conduct the operations for which it is seeking FAA authorization

**B.** After the operator/program manager has successfully demonstrated the ability to meet all requirements, the FAA approves the specific authorizations. Parts 121 and 135 require these specific authorizations to be included in the OpSpecs. Part 91, subpart K requires these specific authorizations to be included in the MSpecs.

(1) The requirements for validation tests are derived from different regulations than the requirements for proving tests. However, validation tests are often conducted in conjunction with proving tests.

(2) The validation tests must be specifically designed and tailored to the individual situation(s) of the operator/program manager.

**C.** Validation tests may consist of a single flight operation or a series of flight operations. As regulations do not specify a required number of hours or flights, this is determined by the Administrator. Depending on the type of validation test, it may be necessary for an inspector to observe each flight or require the operator/program manager to keep records of a series of flight operations for FAA evaluation.

**D.** In certain situations, the FAA may grant an interim authorization, such as an authorization to conduct Category II operations with higher minimums. This interim authorization allows:

- FAA observation and evaluation of the proposed line operation
- Data collection by the operator for FAA evaluation

**E.** Successful completion of all validation tests is required before a final authorization is granted.

**F.** Operational situations that require a special navigation authorization and normally require validation tests include the following:

(1) A situation in which an operator/program manager proposes to operate a specific aircraft for the first time into an area requiring the use of special navigation equipment and/or procedures. These situations can include the following:

- Operations in remote and extensive land areas with questionable or degraded surface or space-based navigation facilities
- Operations over extended over-water areas that do not have adequate surface or space-based navigation facilities
- Operations in extensive areas of magnetic unreliability
- Operations in North Atlantic Minimum Navigation Performance Specifications (NAT/MNPS) airspace (see the current editions of Advisory Circulars (AC) 91-49, General Aviation Procedures for Flight in North Atlantic Minimum Navigation Performance Specifications Airspace, and AC 120-33, Operational Approval of Airborne Long-Range Navigation Systems for Flight Within the North Atlantic Minimum Navigation Performance Specifications Airspace, and the Minimum Navigation Performance Specifications Operations manual)
- Operations in North Pacific (NOPAC) airspace (see North Pacific (NOPAC) Operations Manual)
- Operations in Arctic Ocean and Antarctica airspace
- Low-level aircraft off-shore operations that do not have adequate surface or space-based navigation facilities

(2) An operator/program manager who proposes to use the following special navigation equipment in a specific aircraft when that operator has not previously used the equipment in that aircraft:

- Area navigation systems certified according to the current edition of AC 90-45, Approval of Area Navigation Systems for Use in the U.S. National Airspace System
- Loran-C navigation systems (see the current edition of AC 20-121,

Airworthiness Approval of Loran-C Navigation Systems for Use in the U.S. National Airspace System (NAS) and Alaska)

- OMEGA/VLF navigation systems (see the current edition of AC 20-101, Airworthiness Approval of Omega/VLF Navigation Systems for Use in the U.S. National Airspace System (NAS) and Alaska)
- Inertial navigation systems (see the current edition of AC 25-4, Inertial Navigation Systems (INS), and AC 121-13, Self-Contained Navigation Systems (Long Range))
- Doppler navigation systems
- Global positioning satellite navigational systems
- Any combination of the preceding systems

G. The following situations require validation tests, and many require additional maintenance tasks, procedures and limitations (MEL and maintenance) for each type of aircraft to be used by an operator/program manager:

- Extended-range operations with a two-engine airplane under part 121 over routes containing a point further than 1-hour flying time from an adequate airport (see the current editions of AC 120-42, Extended Range Operation with Two-Engine Airplanes (ETOPS), and Order 8300.10, Volume 2, Chapter 82,

Evaluate/Inspect Part 121 Extended-Range Operations with Two-Engine Aircraft)

- Unimproved runway operations

H. The following situations require special equipment and special operational authorization and may require additional maintenance tasks or inspections:

- Category II and III instrument approach and landing systems (see the current editions of AC 120-29, Criteria for Approval of Category I and Category II Weather Minima for Approach, and AC 120-28, Criteria for Approval of Category III Weather Minima for Takeoff, Landing, and Rollout)
- Use of automatic landing systems for landing operations (see the current edition of AC 20-57, Automatic Landing Systems (ALS))
- Use of manually flown flight control guidance systems approved for landing operations (heads-up or heads-down flight control systems)
- Use of airborne radar approach systems (ARA) (see the current edition of AC 90-80, Approval of Offshore Standard Approach Procedures, Airborne Radar Approaches, and Helicopter En Route Descent Areas)
- Use of area navigation systems for approach and landing operations (see AC 90-45)

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of part 91, 121, or 135, as applicable
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent, and the Inspector Cockpit En Route Inspection course
- Have experience with parts 91, 121, and/or 135 operations
- Be familiar with the operator/program manager/applicant's maintenance program
- Have experience or training on the type of equipment being used

*B. Coordination.* This task requires close coordination among Avionics, Maintenance, and Operations ASIs and with the regional office.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- 14 CFR parts 43, 91, 121, and 135
- Order 8130.2, Airworthiness Certification of Aircraft and Related Products
- Order 8300.10, Vol 2, Ch 82
- Order 8300.10, Volume 2, Chapter 84, Part 121/125/135 Operations Specifications
- 8300.10, Vol. 2, Ch. 86, Part 91 Subpart K, Management Specifications
- 8300.10, Vol. 2, Ch. 227, Evaluate Applicant's Refueling Procedures and Facilities
- 8300.19, Vol. 3, Ch. 2, Conduct Spot Inspection of Operator's/Fractional Ownership Program Manager's Aircraft

- AC 20-57
- AC 20-101
- AC 20-121
- AC 25-4
- AC 90-45
- AC 90-79, Recommended Practices and Procedures for the Use of Electronic Long-Range Navigation Equipment
- AC 90-80
- AC 91-16, Category II Operations—General Aviation Airplanes
- AC 91-49
- AC 120-28
- AC 120-29
- AC 120-31, Operational and Airworthiness Approval of Airborne Omega Radio Navigation Systems as a Means of Updating Self-Contained Navigation Systems
- AC 120-33
- AC 120-37, Operational and Airworthiness Approval of Airborne Omega Radio Navigation Systems as a Sole Means of Overwater Long Range Navigation
- AC 120-42
- AC 121-13
- North Atlantic Minimum Navigation Performance Specifications Airspace Operations Manual
- North Pacific (NOPAC) Operations Manual
- Operator's maintenance program
- Operator's submitted test plan



B. *Forms.* None.

C. *Job Aids:*

- Figure 76-1, Proving/Validation Test Job Aid
- JTA: 3.3.14

### 3. PROVING TEST PROCEDURES.

A. *Review the Operator/Program Manager/Applicant's Submitted Test Plan.*

(1) The plan must contain at least the following information:

- The operator/program manager/applicant's point of contact
- A detailed Schedule of Events including the dates, times, and airports to be used
- The names and positions of all the operator/program manager/applicant's participants for the proposed test schedule
- The names and affiliations of personnel, other than the operator/program manager/applicant's employees, whom the operator/program manager/applicant wants to participate in the test
- Other information that the Administrator may require

(2) After a complete review by all team members, the team leader will notify the operator/program manager/applicant of acceptance or required revisions.

B. *Conduct FAA Team Meetings.* The team leader will provide all participants with the following:

- Individual assignments and responsibilities
- A detailed Schedule of Events

(1) As a team, formulate and schedule a plan that will test the operator/program manager/applicant's capabilities and reactions.

(2) Ensure that the plan includes an inspection of the following:

- The operator/program manager/applicant's aircraft (see vol. 3, ch. 2)
- Servicing facilities—fueling and deicing (see vol. 2, ch. 227)

(3) Ensure that the plan includes surveillance of the operator/program manager/applicant's routine and non-routine maintenance procedures/performance, to confirm the following:

- The availability of parts, special tools, and adequately trained personnel
- The availability and effective utilization of company manuals (operations, maintenance, MEL/CDL)
- The effectiveness of maintenance procedures

(4) Ensure that the plan includes the use of simulated problems, such as:

- Weather diversions
- Equipment failures/malfunctions
- In-flight/ground emergencies

C. *Conduct Meeting with Operator/Program Manager/Applicant.* Introduce team members and discuss the procedures to be followed during the test.

D. *Conduct Proving Test.* Accomplish the proving test flight per the formulated plan (see Figure 76-1). Advise the operator/program manager/applicant of any discrepancies on the day that they occur. When a serious deficiency occurs that may be cause for rescheduling or terminating the proposed flights, advise the operator/program manager/applicant immediately.

**NOTE: All simulated scenarios must be terminated immediately if an actual emergency occurs.**

E. *Analyze Findings.* As a team, compare and evaluate individual and group findings to determine if discrepancies and/or deficiencies exist.

*F. Conduct Debriefing.* Conduct a meeting with the operator/program manager/applicant to discuss findings and necessary corrective actions. Notify the operator/program manager/applicant by letter of all deficiencies discussed.

#### 4. TASK OUTCOMES FOR PROVING TESTS.

##### *A. Complete PTRS.*

*B. Approve OpSpecs Amendment.* When all deficiencies are resolved, approve/amend the operator's OpSpec. (See vol. 2, ch. 84.)

*C. Approve MSpecs Amendment.* When all deficiencies are resolved, approve/amend the program manager's MSpecs. (See vol. 2, ch. 86.)

##### *D. Complete the Report.*

(1) The inspection team must complete a report that explains how the operator/program manager/applicant demonstrated compliance with the applicable subparts of the regulations. The report must include:

- Records of all discussions and agreements made with the operator/program manager/applicant concerning actions taken to correct deficiencies
- The basis for FAA determinations of satisfactory corrective action

(2) The CHDO will forward one copy of the report within 30 days (through channels according to regional instruction) to the appropriate division.

#### 5. FUTURE ACTIVITIES FOR PROVING TESTS. None.

#### 6. VALIDATION TEST PROCEDURES.

##### *A. Review the Operator/Program Manager's Submitted Test Plan.*

(1) The plan must contain at least the following information:

- The operator's point of contact
- A general Schedule of Events that may include flights, airports to be used, and dates

- Other information the Administrator may require

(2) After a complete review, the operator/program manager will be notified of acceptance or required revisions.

*B. Conduct FAA Team Meetings (as required).* The team leader will provide all participants with the following:

- Individual assignments and responsibilities
- A detailed Schedule of Events

(1) Formulate and schedule a plan that will test the operator's capabilities and reactions.

(2) Ensure that the plan includes an inspection of the following:

- The operator/program manager's aircraft (see vol. 3, ch. 2)
- Servicing facilities—fueling and deicing, if applicable (see vol. 2, ch. 227)

(3) Ensure that the plan includes surveillance of the operator/program manager's routine and non-routine maintenance procedures and performances, to ensure:

- Availability of parts, special tools, and adequately trained personnel
- Availability and effective utilization of company manuals (operations, maintenance, MEL/CDL)
- Effectiveness of maintenance procedures

(4) Ensure that the plan includes the use of simulated problems, if applicable, such as:

- Weather diversions
- Equipment failures/malfunctions
- In-flight/ground emergencies

**NOTE: All simulated scenarios must be immediately terminated if an actual emergency occurs.**

*C. Conduct Meeting with Operator/Program Manager.* Introduce team member(s) and discuss the procedures to be followed during the test.

*D. Conduct Validation Flight(s).* Accomplish validation test flight(s) per the formulated plan. Advise the operator as soon as possible of serious deficiencies that may be cause for rescheduling or terminating the proposed flights. FAA participation during these flights may not be required.

*E. Analyze Findings.* Evaluate the findings to determine if discrepancies or deficiencies exist.

*F. Conduct Debriefing.* Conduct a meeting with the operator/program manager to discuss findings and necessary corrective actions. The operator/program manager will be notified by letter of all deficiencies discussed.

## **7. TASK OUTCOMES FOR VALIDATION TESTS.**

*A. Complete PTRS.*

*B. Approve OpSpecs.* When all deficiencies are resolved, approve/amend the operator's OpSpecs. (See vol. 2, ch. 84.)

*C. Approve MSpecs.* When all deficiencies are resolved, approve/amend the operator's MSpecs. (See vol. 2, ch. 86.)

*D. Complete the Report.*

(1) The inspector must complete a report that includes:

- An explanation of how the operator/program manager demonstrated compliance with the corresponding subparts of the regulations
- Records of all discussions and agreements with the operator/program manager concerning actions taken to correct deficiencies
- The basis for FAA determinations of satisfactory corrective action

(2) The CHDO will forward one copy of the report within 30 days (through channels according to regional instructions) to the appropriate division.

## **8. FUTURE ACTIVITIES FOR VALIDATION TESTS.** None.

**FIGURE 76-1. PROVING/VALIDATION TEST JOB AID**

**NOTE:** Figure 76-1 should be used as an aid in gathering information prior to the test flight. Check the applicable spaces and fill in any required information.

**I. OPERATOR/PROGRAM MANAGER/APPLICANT INFORMATION.**

- A. *14 CFR Part 121 Operator.* \_\_\_\_\_
1. New applicant. \_\_\_\_\_
  2. Existing operator. \_\_\_\_\_
- B. *14 CFR Part 135 Operator.* \_\_\_\_\_
1. New applicant. \_\_\_\_\_
  2. Existing operator. \_\_\_\_\_
- C. *14 CFR Part 91, Subpart K, Fractional Program Manager.* \_\_\_\_\_
1. New applicant. \_\_\_\_\_
  2. Existing manager. \_\_\_\_\_
- D. *Type of Airworthiness Certificate.*
1. Standard. \_\_\_\_\_
  2. Provisional. \_\_\_\_\_

**II. OPERATOR/PROGRAM MANAGER/APPLICANT'S FLIGHT PLAN INFORMATION.**

- A. *Company Coordinator (name).* \_\_\_\_\_
- B. *Proving Test Schedule (attach itinerary).*
1. Validation test included. \_\_\_\_\_
  2. Non-en route segment (50 percent maximum).
    - Ferry flight hours to be credited \_\_\_\_\_
    - Training flight hours to be credited \_\_\_\_\_
  3. En route segment (as least 50 percent of total hours).
    - Flight hours to be credited \_\_\_\_\_
    - Representative airports (attach list)
    - Representative areas of operation (attach list)

**FIGURE 76-1. (Continued)***C. Regulatory Hours Required (check one of the four).*

1. Part 121 aircraft not previously proved. \_\_\_\_\_
2. Part 121 aircraft previously proved. \_\_\_\_\_
3. Part 135/91K aircraft. \_\_\_\_\_
4. 10 hours of night flight. \_\_\_\_\_

*D. Requested Deviations.*

1. Total proposed reduced hours. \_\_\_\_\_
2. Total approved reduced hours. \_\_\_\_\_
3. Total non-en route hours. \_\_\_\_\_
4. Total en route hours. \_\_\_\_\_
5. Total night hours. \_\_\_\_\_

*E. Involved Personnel.*

1. Names and positions of flight crewmembers (attach list).
2. Names and titles of company nonflight crewmembers (attach list).
3. Names and positions of other operator/applicant and participants (attach list).
4. Names, titles, and affiliation of noncompany participants, such as engine and aircraft representatives (attach list).

## CHAPTER 86. PART 91 SUBPART K, MANAGEMENT SPECIFICATIONS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3314, 3317

B. *Avionics*: 5314, 5317

**2. OBJECTIVE.** This chapter provides guidance for the issuance of automated management specifications (MSpecs) to fractional program managers (hereafter referred to as program managers) operating under Title 14 of the Code of Federal Regulations (14 CFR) part 91, subpart K. Unlike air carriers, program managers are not certificated and do not receive operations specifications (OpSpecs). Program managers are issued MSpecs, which perform the same function as air carrier OpSpecs. Specific paragraph guidance is also available in the Automated Operations Safety System (OPSS) guidance subsystem.

**3. GENERAL.** MSpecs transform the general terms of applicable regulations into an understandable document tailored to the specific needs of an individual program manager. When approved, the provisions of MSpecs are as legally binding as the regulations themselves.

#### 4. AVIATION SAFETY INSPECTOR (ASI) RESPONSIBILITIES.

A. When working with a program manager/applicant in developing MSpecs, coordination among all of the involved ASIs is crucial. Coordination ensures the following:

(1) That all ASIs are aware of pending changes to an existing program manager's operation.

(2) That the program manager/applicant is not needlessly bothered by repetitious questions.

(3) Reinforces the FAA's commitment to standardization for customer service.

B. MSpecs are divided into six parts, each of which has an assigned letter designator and contains consecutively numbered standard paragraphs.

(1) *Part MA—General.* Part MA paragraphs are the responsibility of both Airworthiness and Operations ASIs. Contents of these paragraphs must be carefully coordinated between Operations, Avionics, and Maintenance ASIs before approval. Only the assigned principal inspectors (PI) or assigned ASIs authorized by the unit supervisor to sign for them in their absence may approve MSpecs.

(2) *Part MB—En Route Authorizations, Limitations, and Procedures.* Operations ASIs are primarily responsible for preparing and approving authorizations in Part MB. Coordination between Operations, Maintenance, and Avionics ASIs is essential to ensure that the aircraft equipment is properly installed and certified to perform the approved operations.

(3) *Part MC—Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations.* Part MC pertains to fixed-wing airplanes only. Operations ASIs are primarily responsible for preparing and approving the authorizations in Part MC. Coordination between Operations, Maintenance, and Avionics ASIs is essential.

**NOTE: With Part MB and Part MC, ASIs should also ensure that the program manager has incorporated any needed maintenance requirements into the inspection or maintenance program(s) prior to certain authorizations.**

(4) *Part MD—Aircraft Maintenance.* Airworthiness ASIs are primarily responsible for preparing and approving the MSpecs in Part MD.

(5) *Part ME—Weight and Balance.* Maintenance ASIs are primarily responsible for preparing and approving Part ME. The Maintenance ASIs must carefully coordinate the Part ME MSpecs authorization with Operations ASIs.

(6) *Part MH—Helicopter Terminal Instrument Procedures and Airport Authorizations and Limitations.* Part MH MSpecs are the rotorcraft equivalent to the Part MC MSpecs for fixed-wing operations. Operations inspectors are primarily responsible for preparing and approving the MSpecs in Part MH.

## 5. USING AUTOMATED MSPECS.

*A. MSpecs Generation.* The system for generating automated MSpecs is designed to allow ASIs to collect and record the required information. MSpecs are generated using the same system that is used for creating OpSpecs for air carriers. Program managers are required to use the OPSS software for MSpecs. The current OPSS user's manual can be found online at <http://www.opspecs.com>.

*B. Additional MSpecs Information.* See FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, for the following information:

- Manager-requested or FAA-initiated MSpecs changes
- Draft MSpecs
- Mandatory and nonmandatory MSpec changes
- Printing automated MSpecs
- Review, approval, and distribution of MSpecs
- Manager's receipt of approved MSpecs
- Amendment or cancellation of MSpecs
- Automated features and symbology of automated MSpecs paragraphs

## 6. NONSTANDARD PARAGRAPHS.

*A. Generating Nonstandard Paragraphs.* There are two methods of generating nonstandard paragraphs: the addition of subparagraph text to a standard paragraph, and the issuance of an individually-developed nonstandard paragraph.

(1) The ASI may need to add subparagraph text to a standard paragraph to address program manager/applicant situations that are unique or to satisfy a program manager/applicant's request.

(a) The provisions within the additional text must not be less restrictive than or contrary to the provisions in standard paragraphs developed by Washington headquarters.

(b) If an added subparagraph is more restrictive than the standard, the ASI must have a justifiable reason since a more restrictive provision results in unique treatment and could adversely affect a certificate holder's competitive position.

(c) Examples of situations that may justify adding additional text to a standard paragraph include the following:

- A series of accident, incident, or enforcement actions
- Manager-initiated inspection time interval increases without justification
- Restrictions or procedures requested by the manager/applicant, to be specified in MSpecs

(2) The ASI may request a nonstandard paragraph to be used in situations unique to a specific program manager. Nonstandard paragraphs are individually developed by Washington headquarters in the automated MSpecs program.

**NOTE: A nonstandard paragraph should be considered for use only when the subject matter does not relate to any standard paragraph and it would be inappropriate to add the information as an extra subparagraph.**

**NOTE: Do not change or add anything to the language, format, or numbering of the standard MSpecs as issued by Headquarters. If the standard MSpec is changed in any way, this may invalidate Headquarters policy.**

*B. Approval of Nonstandard Paragraphs: Program Manager-Requested MSpecs.* Any nonstandard MSpec request must be submitted from the program manager to the principal maintenance inspector (PMI).

(1) The PMI must evaluate and substantiate the information. If the PMI does not concur with the

proposal, a letter denying the application for the nonstandard paragraph along with an explanation of the reasons for denial must be forwarded to the program manager.

(2) If the PMI concurs, then prior to approval an evaluation must be made by the Aircraft Maintenance Division, AFS-300. A copy of each proposed nonstandard paragraph must be forwarded to AFS-300 under a letter of transmittal from the PMI through the appropriate regional airworthiness branch. The letter from the PMI must describe the circumstances and justification for issuance of the nonstandard paragraph. Reserved paragraph numbers are no longer applicable; therefore, do not attach a number to the MSpec paragraph proposal.

**NOTE: To expedite the process, Headquarters' divisions may accept the completed package as attachments through e-mail as long as the hardcopy package is subsequently forwarded to the appropriate division. Prior to sending it electronically, contact the respective division to ensure that electronic processing is acceptable and to ensure proper coordination.**

(3) Headquarters approval is required for proposed nonstandard subparagraph text or nonstandard paragraphs. AFS-300 will evaluate each proposed nonstandard paragraph to determine the following:

- Alignment with current national policy
- Necessity of the proposed paragraph
- Whether other program managers may be similarly affected, necessitating incorporation of the nonstandard paragraph into the automated program

(4) AFS-300 will review the application, the proposed nonstandard MSpec, the supporting information, and the recommendations. If Headquarters agrees with the recommendation, the PMI will be advised by a memorandum with a copy to the region. If the Headquarters division does not concur with the PMI recommendation, the memorandum indicating nonconcurrence will include an explanation of the reasons. After the nonstandard

paragraph is authorized, Headquarters will assign an appropriate number and the PMI may issue the nonstandard MSpec.

**7. GENERAL MSPECS—PARTS MA, MB, MC, AND MH.** Parts MA, MB, MC, and MH of the MSpecs are discussed in Order 8400.10.

**8. MAINTENANCE MSPECS—PART MD.**

*A. Required MSpecs/Information.* Part 91 § 91.1015 requires that certain information be contained in the MSpecs.

(1) Section 91.1015(a) requires a listing of the current fractional owners and types of aircraft, and registration markings and serial numbers. MSpec MD085 is intended to meet this requirement.

(2) Section 91.1015(a)(4) requires that MSpecs include the authorization for an inspection program, including the aircraft types, registration markings, and serial numbers of aircraft that are operated under the program. MSpec MD073 is intended to fulfill this requirement.

(3) Section 91.1015(a)(5) requires the inclusion of time limitations (or standards for determining time limitations) for overhauls, inspections, etc. MSpec MD089 and/or MSpecs MD101 through MD104 are intended to meet this requirement. At a minimum, MSpecs MD073 and MD085 must be issued. Also, MSpec MD089 and/or MSpecs MD101 through MD104 (as appropriate) must be listed.

(4) All other available MSpecs are optional and are issued for managers as needed.

*B. MSpec MD072—Aircraft Maintenance—Continuous Airworthiness Maintenance Program (CAMP) Authorization.* MSpec MD072 is issued to all managers who elect to use a CAMP. Table 1 will reference the aircraft by make, model, series, and the manual(s) or document(s) that encompass the basic required elements of a CAMP.

*C. MSpec MD073—Aircraft Inspection Program (AIP).* MSpec MD073 identifies aircraft subject to an AIP under part 91, § 91.1109. Information must include type of aircraft, registration markings and serial numbers of each aircraft. No person may conduct any program flight using and aircraft not listed.



*D. MSpec MD076—Short-Term Escalation Authorization.* MSpec MD076 authorizes a program manager to use short-term escalation procedures with aircraft, powerplant, systems, or selected items. Inspectors will enter the appropriate data into the table using the select data function of the OPSS.

*E. MSpec MD084—Special Flight Permit with Continuous Authorization to Conduct Ferry Flights.* MSpec MD084 authorizes a program manager whose aircraft are maintained under a CAMP to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines set forth in part 21, § 21.197(c). Order 8300.10, Volume 2, Chapter 89, Special Flight Permit with Continuing Authorization to Conduct Ferry Flights, provides further guidance and information.

*F. MSpec MD085—Aircraft Listing.* Program managers are required to list all aircraft. The aircraft must be listed in MSpec MD085.

*G. MSpec MD089—Maintenance Time Limitations Section.* MSpec MD089 authorizes a program manager requiring a maintenance time limitations section to use a separate approved document(s) attached to MSpec MD089.

(1) The referenced document(s) must be approved by the Administrator and must have procedures for affecting revisions and revision control that the principal airworthiness inspectors find acceptable.

(2) For a change to the time limitations, the program manager must provide the actual data change to be included in either the MSpecs or on a referenced list.

(3) The program manager can justify the change to the time limitations in a limited section. This supporting information reference must tie in all of the data supporting the change to the MSpecs by referencing the Federal Aviation Administration (FAA)-approved document. The supporting information reference allows up to 225 characters to be used in making this reference.

*H. MSpec MD092—Maintenance Program for Minimum (RVSM) Airspace.* MSpec MD092 authorizes the program manager to use the airplanes that they list in this MSpec for operations in

designated Reduced Vertical Separation Minimum (RVSM) airspace.

*I. MSpec MD095—Minimum Equipment List (MEL) Authorization.* MSpec MD095 authorizes a program manager conducting operations under part 91, subpart K to use an approved Minimum Equipment List (MEL). MSpec MD095 sets forth the conditions and limitations that the program manager must meet to be able to operate its aircraft under the terms of the MEL.

*J. MSpec MD101—Additional Maintenance Requirements—Aircraft Engine, Propeller, and Propeller Control (Governor).* MSpec MD101 identifies the aircraft that are authorized to use the program manager's AIP and the additional maintenance requirements listed in the MSpec.

*K. MSpec MD102—Additional Maintenance Requirements—Rotorcraft.* MSpec MD102 identifies rotorcraft that are authorized to use the program manager's approved maintenance program and the additional maintenance requirements listed in the MSpec.

*L. MSpec MD104—Additional Maintenance Requirements—Emergency Equipment.* MSpec MD104 identifies each item of installed emergency equipment and its maintenance documents.

## **9. AMENDMENT OR CANCELLATION OF MSPECS.**

*A. Effective Date.* Except for emergency amendments, amendments to MSpecs become effective on the date the amendment is approved by the authorized ASI. At this time the ASI must date and stamp "superseded" on all versions of the old MSpecs.

*B. Amendments Not Acceptable to the Program Manager.* When an amendment is necessary in the interest of safety and the program manager will not consent to the amendment, the ASI should work with the regional office to prepare a letter to the program manager regarding the appropriate action.

*C. Emergency Amendments.* By the authority in part 91, § 91.1017, the Administrator may require immediate amendment to a program manager's MSpecs when such action is required to ensure safety. ASIs should exercise extreme caution when employing emergency amendment procedures.

*D. Cancellation of MSpecs.*

*(1) Program Manager-Initiated Cancellation of MSpecs.* The program manager should advise the PI, in writing, of the particular MSpec for which cancellation is desired and the effective date of the cancellation.

*(2) FAA-Initiated Cancellation of MSpecs.* If an MSpec is no longer required, the PI must notify the program manager, in writing, to cancel the MSpec. The letter must clearly state that the MSpec is being canceled, the effective date of cancellation, and the reason for cancellation. Copies of the letter then should be forwarded to each FAA office holding copies of the program manager's MSpecs.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of part 91, as applicable
- Experience with part 91, subpart K projects and management
- Completion of the Airworthiness Inspector Indoctrination course(s), or equivalent

*B. Coordination.* This task requires close coordination between the principal operations inspectors (POI), principal avionics inspectors (PAI), and PMIs. Each specialty should be involved in the review process to ensure that all relevant issues are addressed.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- FAA Order 8000.49, Flight Standards Geographic Program
- Order 8300.10, Volume 2, Chapter 89, Special Flight Permit with Continuing Authorization to Conduct Ferry Flights
- Order 8400.10, Air Transportation Operations Inspector's Handbook

#### B. Forms:

- FAA Form 8400-8, Operations Specifications
- Vital Information Subsystem (VIS) worksheets

#### C. Job Aids. None.

### 3. PROCEDURES.

#### A. Conduct Meeting with Program Manager/Applicant.

*(1) New Applicant.* When an applicant applies for new MSpecs, the assigned team manager

should conduct a meeting with the applicant and all involved ASIs to acquire initial information for VIS. This meeting should be scheduled at the team manager's discretion and not necessarily as part of the initial meeting.

*(2) Program Manager Requiring an MSpecs Amendment.* For an established program manager needing an amendment to MSpecs, review and update the MSpecs. Review the draft copy of the MSpecs.

*B. Review General MSpecs—Part MA.* This review should be accomplished in coordination with the Operations ASI per the guidance in Order 8400.10.

#### C. Review Maintenance MSpecs—Part MD.

*(1) MSpec MD072—Aircraft Maintenance—Continuous Airworthiness Maintenance Program (CAMP) Authorization.* Print MSpec MD072 for all program managers operating aircraft subject to a CAMP. The MSpec must contain the following:

*(a)* Each of the aircraft authorized to be maintained in accordance with the CAMP by make, model, and series.

*(b)* The documents that encompass the basic required elements of a CAMP. The program manager may have multiple manuals that encompass the CAMP. The program manager may elect to list all the manuals encompassing the CAMP or, if one manual references all the other manuals, then preferably only that particular manual will be listed.

*(c)* The program manager's assigned number(s) of the CAMP document(s).

*(d)* The CAMP document revision number.

*(e)* The CAMP document revision date.

**NOTE: Revisions to the CAMP do not require reissuance of this paragraph.**

*(2) MSpec MD073—Aircraft Inspection Program (AIP).* Ensure that MSpec MD073 includes all aircraft maintained in accordance with the program manager's approved AIP that are not covered by a CAMP.

(3) *MSpec MD076—Short-Term Escalation Authorization.* Print MSpec MD076 for program managers authorized to use short-term escalation procedures. Table 1 must reference the aircraft by make, model, and series and the limitations (if applicable) placed on that particular make, model, and series. The limitations in Table 1 are primarily for airframe check and inspection intervals. Engines and their components as well as airframe components and appliances are generally not limited, except for the 10 percent not to exceed 500 hours time-in-service.

(a) The limitation section of this table is used to restrict a particular make, model, and series task below the maximum allowable 10 percent (not to exceed 500 hours). An example would be if an aircraft A check has an interval of 200 hours ( $200 \times 10\% = 20$  hours) but the program manager limited the A check short-term escalation to not exceed 10 hours.

(b) The limitation section of this table can also be used to eliminate certain tasks from being eligible for short-term escalation. An example would be if the program manager was not permitted short-term escalations on a particular make, model, and series aircraft B check.

(c) If the limitations section of this table is left blank, then the program manager is authorized to short-term escalate all items to the maximum interval described in their manual.

**NOTE: If restrictions and eliminations are requested for engine, engine components, airframe components, and appliances, then they may also be listed in the limitations for that particular make, model, and series.**

(4) *MSpec MD084—Special Flight Permit with Continuous Authorization to Conduct Ferry Flights.* Ensure that MSpec MD084 appears if a program manager whose aircraft are maintained under a CAMP has been authorized to issue a special flight permit with continuing authorization to conduct ferry flights. This paragraph should not automatically be issued to a program manager based on the use of a CAMP.

(5) *MSpec MD085—Aircraft Listing.* Ensure that program managers list all aircraft in the MSpecs. The aircraft listing must include at least the following information:

- Registration number
- Certificate number—this column is used if the aircraft is also listed in a certificate holder's OpSpecs (e.g., a program aircraft may also be operated under a part 135 air carrier—if so, then that certificate number is listed in this column)
- CFR—this refers to the regulation of the certificate holder listed in column 2
- Serial number
- Type of aircraft by make, model, and series (e.g., Cessna C-421, Piper PA-31, Boeing 737-700, etc.)

(6) *MSpec MD089—Maintenance Time Limitations Section.* Ensure the following:

(a) The referenced documents are approved by the Administrator.

(b) Acceptable procedures are included for affecting and controlling revisions.

(c) Each change to a time limitation includes the actual data change in the MSpecs or a referenced list.

(d) The supporting information reference correlates all of the supporting data to the MSpecs by referencing the FAA-approved document.

(7) *MSpec MD092—Maintenance Program for Reduced Vertical Separation Minimum (RVSM) Airspace.* Ensure the following:

(a) Verify that the aircraft are in compliance with the appropriate airworthiness documents.

(b) That approved maintenance programs are found to be satisfactory.

(c) That a plan to participate in the verification/monitoring program is acceptable.

(8) *MSpec MD095—Minimum Equipment List (MEL) Authorization.* Ensure that MSpec MD095

sets forth the conditions and limitations that the program manager/applicant must meet.

(9) *MSpec MD101—Additional Maintenance Requirements—Aircraft Engine, Propeller, and Propeller Control (Governor).* Ensure that all aircraft (other than rotorcraft) operated by the program manager are listed and the information is complete.

(10) *MSpec MD102—Additional Maintenance Requirements—Rotorcraft.* Ensure that all rotorcraft operated by the program manager are listed and the information is complete.

(11) *MSpec MD104—Additional Maintenance Requirements—Emergency Equipment.* Ensure that each item of installed emergency equipment is listed and the maintenance documents and limitations or provisions are correct.

#### 4. TASK OUTCOMES.

##### A. Complete PTRS.

B. *Complete the Task.* Completion of this task may result in the following:

(1) *Issuance of MSspecs, by Accomplishing the Following:*

(a) After approving the MSspecs, forward the original and copy of each MSpec paragraph, supplemental paragraph, and maintenance time limitations section to the program manager's representative authorized to receive MSspecs.

(b) Instruct the program manager to do the following:

- Retain the original
- Indicate receipt on the copy
- Return the copy to the district office

(c) File all copies of the MSspecs, including the table of contents, with the FSDO.

- File together those MSspecs that are currently in effect for the program manager
- Keep superseded MSspecs and tables of contents in a separate file for at least 5 years

**NOTE: Program managers will use the IOPSS for their MSspecs. When that system is in use, then paragraphs 4B(1)(a) and (b) above may not be applicable.**

(d) Except for emergency amendments, amendments to MSspecs become effective on the date the amendment is approved by the authorized ASI. At this time the ASI must date and stamp "superseded" on all versions of the old MSspecs.

(2) *Cancellation of MSspecs at the Program Manager's Request.*

(a) The program manager must advise the PI, in writing, of the desire to cancel MSspecs. The letter must state the particular MSpec for which cancellation is requested and the effective date of the cancellation.

(b) Upon receipt of the cancellation request, stamp or mark "canceled" across the front of the applicable MSpec, and the cancellation date.

(c) Advise the program manager and each FAA office holding copies of the MSspecs of the cancellation date. Canceled MSspecs must be retained for at least 5 years.

(3) *Cancellation of MSspecs at the FAA's Request.* In cases where an MSpec is no longer required, notify the program manager, in writing, to cancel the MSpec. Ensure that the letter clearly specifies:

- The MSpec being canceled
- The effective date of cancellation
- The reason for cancellation

(4) *Preparation of Amendments Not Acceptable to the Program Manager.* When a program manager will not consent to an amendment that is necessary in the interest of safety, perform the following:

(a) Prepare a description of the necessary amendment to the MSspecs and forward it to the responsible regional office.

(b) The appropriate regional specialist must consult with the regional attorney regarding the

action to be taken to require the program manager to amend the MSpecs.

(c) The regional office must prepare a letter of transmittal, addressed to the program manager's highest authority regarding maintenance matters. The letter will state, "In accordance with the applicable provisions of the regulations (part 91, § 91.1017), the Administrator hereby amends the existing MSpecs in the following manner for the reasons indicated and the amendment will become effective 30 days from receipt."

(d) The ASI must forward the letter of transmittal and the amended MSpecs to the program manager by certified mail (Return Mail Requested) to establish the date of receipt.

(5) *Emergency Amendments.* Section 91.1017(e) authorizes the FSDO to require immediate amendment to a program manager's MSpecs when such action is necessary to ensure safety. When this action becomes necessary, perform the following:

- The ASI recommending such action must inform the PI of all pertinent facts
- The PI will notify appropriate regional office personnel
- When emergency amendment action is imminent, the regional office must telephone the manager of AFS-300 and provide full details
- If an emergency amendment is determined to be the proper course of action, the ASI recommending the action will be so advised and that ASI must notify the program manager in writing

**5. FUTURE ACTIVITIES.** Conduct additional surveillance for the first 90 days after the approval of new MSpecs to ensure that operating practices are performed at an adequate level of safety.

## CHAPTER 89. SPECIAL FLIGHT PERMIT WITH CONTINUING AUTHORIZATION TO CONDUCT FERRY FLIGHTS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3404

B. *Avionics:* 5404

**2. OBJECTIVE.** This chapter provides information and guidance for issuing or amending operations specifications (OpSpecs) or management specifications (MSpecs) for a special flight permit to conduct ferry flights with continuing authorization as provided in Title 14 of the Code of Federal Regulations (14 CFR) part 21, § 21.197(c).

**NOTE: MSpecs apply only to those operations conducted under 14 CFR part 91, subpart K.**

**3. GENERAL.** The purpose of the continuing authorization is to allot certain eligible operators, in accordance with documented procedures, to move, without delay, a damaged airplane, which is capable of safe flights to a base, where repairs can be made. A damaged aircraft is defined as an aircraft that has sustained physical damage, has inoperative/malfunctioning equipment, does not meet applicable airworthiness requirements or, in the case of international operations, does not meet the comprehensive and detailed airworthiness code as provided by Annex 8 to the Convention on International Civil Aviation Organization (ICAO).

A. *Issuance.* The authorizing statute, § 21.197(c), does not automatically authorize the issuance of permits to all eligible operators or fractional program managers (hereafter referred to as the program manager). Therefore, an eligible operator's OpSpecs or eligible program manager's MSpecs will be used to authorize the permits and to ensure responsible use of the permit.

B. *Eligibility.*

(1) The special flight permit is issued only to operators/program managers subject to the following:

- Certificate-holders authorized to conduct operations under 14 CFR part 121
- Certificate-holders authorized to conduct operations under 14 CFR part 135 for those aircraft they operate and maintain under a continuous airworthiness maintenance program prescribed by § 135.411(a)(2) or 135.411(b)
- MSpec holder authorized to conduct operations under part 91, subpart K, for those aircraft they operate and maintain under a continuous airworthiness maintenance program prescribed by § 91.1411

**NOTE: Operators subject to part 135 § 135.411(a)(1) are not eligible.**

(2) Aircraft involved in an accident or incident may not be ferried prior to notifying the Federal Aviation Administration (FAA) accident coordinator.

(3) An Airworthiness Directive (AD) may dictate that safety demands further limitations. The AD may limit ferry flights under § 21.197 to those specifically approved by the FAA. Part 39, § 39.23 states that a special flight permit may be issued to fly an aircraft to a repair facility to do the work required by the AD unless the AD states otherwise.

C. *Manual Review.*

(1) The operator/program manager may consider certain conditions and limitations necessary to facilitate the inspection and operation of an aircraft. These conditions should be included in the operator/program manager's manual.

(2) When reviewing manual materials, the following items should be considered:



- (a) Technical data.
- (b) Operational equipment necessary for safe operation of the aircraft.
- (c) Aircraft weight limits.
- (d) Fuel distribution limits.
- (e) Center of gravity limits.
- (f) Aircraft maneuver limitations.
- (g) Flight equipment usage limitations, e.g., autopilot, etc.
- (h) Airspeed limits.
- (i) Meteorological limits, including:
  - Conditions to be avoided
  - Required inspections when these conditions are encountered
  - Weather minimums

*C. Authorization for Ferry Flights with One Engine Inoperative.* Part 121/125/135.411(a)(2) certificate holders may conduct a ferry flight of a four-engine airplane or a turbine engine-powered airplane equipped with three engines, with one engine inoperative, to a base for the purpose of repairing that engine. It is important to understand that § 91.611 gives the authorization to conduct these types of ferry flights; therefore, these particular flights are not governed by § 21.197 nor is authorization by OpSpec D084 required as long as all applicable requirements of § 91.611 are met. The following restrictions will apply:

- (1) The particular airplane model must have had a test flight conducted with an engine inoperative in accordance with performance data contained in the applicable Aircraft Flight Manual (AFM).
- (2) The approved AFM must contain the performance data, in accordance with § 91.611.
- (3) The certificate holder's manual must contain operating procedures for the safe operation of the airplane, including the specific requirements listed in § 91.611.
- (4) The certificate holder may not depart an airport where the initial climb-out is in thickly-

populated areas or the weather conditions at the takeoff or destination airport are less than those required for visual flight rules (VFR) flight.

(5) Only required flight crewmembers can be carried aboard during this ferry flight.

(6) The required flight crewmembers must be thoroughly familiar with the certificate holder's operating procedures and the airplane approved AFM for one-engine inoperative ferry flights.

**NOTE: Authorization for ferry flights with on engine inoperative is not given to part 91, subpart K operators.**

**4. APPLICATIONS INVOLVING FOREIGN AIR TRANSPORTATION.** ICAO Annex 8, Airworthiness of Aircraft, Section II details the airworthiness requirements for all contracting states. This section basically states that all contracting states operating their aircraft over foreign (other contracting states) territory must be airworthy. Because aircraft operated under the provisions of ICAO must meet this requirement any time an aircraft is to be operated in an unairworthy condition (under the provision of a special flight permit) the certificate holder must have special permission from each foreign country it wishes to fly over. Because of this requirement the special flight permit with continuing authorization alone is not valid outside the United States. It must be accompanied by special permission from each foreign country in order to be valid.

**5. ISSUANCE OF CONTINUOUS SPECIAL FLIGHT AUTHORIZATION TO CERTAIN CANADIAN AIR CARRIERS.** The FAA developed a new policy on this subject to satisfy Transport Canada's request to allow certain Canadian air carriers continuous (blanket) special flight authorization in U.S. airspace. Managers from the Aircraft Certification Service's Production and Airworthiness Certification Division, AIR-200, and Flight Standards Service's Aircraft Maintenance Division, AFS-300, issued a letter to Transport Canada outlining the FAA's policy and procedures for applying for this authorization. The purpose of the FAA's continuous (blanket) special flight authorization is to allow the appropriate FAA official (defined below) to issue the authorization for an operation that will be conducted numerous times during a given period or for a number of aircraft engaged in the same type operation; e.g., ferry flights.

A. Part 91, § 91.715 pertains to foreign-registered aircraft that do not meet applicable airworthiness requirements.

B. Canadian air carriers with valid, special purpose flight permits issued in accordance with the Canadian airworthiness manual, are the only applicants eligible for FAA continuous (blanket) special flight authorizations. These permits, issued by Transport Canada, allow Canadian air carriers to issue special flight authorizations for aircraft listed in their maintenance control manual that do not meet all airworthiness requirements, but are capable of safe operations.

C. When a Canadian air carrier applies to the FAA for a continuous (blanket) special flight authorization, the application required by § 91.715 must be submitted, in writing, to the FAA's regional Flight Standards division manager where the Canadian air carrier is based. However, the regional Flight Standards division manager may delegate the authority to issue a continuous (blanket) special flight authorization to the FAA's Flight Standards District Office (FSDO) where the Canadian air carrier's principal maintenance inspector (PMI) is located.

D. When Canadian air carriers are issued FAA continuous (blanket) special flight authorizations, they will be allowed to issue special flight authorizations in the United States. The following documents must be carried aboard Canadian aircraft when operated with a special flight authorization in the United States.

(1) A copy of the FAA continuous (blanket) special flight authorization.

(2) A copy of the Canadian air carrier's special purpose flight permit, issued by Transport Canada, and the appropriate section of its maintenance control manual.

E. The Canadian air carrier should inform its FAA PMI within 72 hours of operating an aircraft with the FAA continuous (blanket) special flight authorization of the reason (including aircraft

malfunction), date, registration, flight route, and preparatory maintenance actions accomplished.

**6. DISPLAY OF PERMIT.** The operator/program manager must display in the aircraft the current airworthiness certificate, including a special flight permit or authorization. The operator/program manager must carry the OpSpecs, MSpecs or portions of the certificate-holder's/program manager's manual containing those conditions and limitations imposed by the administrator, unless those conditions and limitations are listed on the Special Flight Permit Form used by the operator/program manager.

**7. FACSIMILE (FAX) TRANSMISSION OF SPECIAL FLIGHT PERMITS.** At the request of the applicant, a special flight permit may be transmitted via fax equipment using the sample format of the telegraphic special flight permit described in the current edition of FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products.

A. The permit must include any additional operating limitations that may be required and must be displayed in the aircraft in accordance with § 91.203 prior to conducting the special flight.

B. Sometimes the time normally required for postal delivery of FAA Form 8130-7, Special Airworthiness Certificate may be too long. The transmission of a special flight permit via fax allows an aircraft to be moved when the flight cannot be delayed.

C. Fax-transmitted special flight permits are to be used only for the following purposes:

- Flying the aircraft to a base where repairs, alteration, or maintenance are to be performed or to a point of storage
- Evacuating aircraft from areas of impending danger

**NOTE: FAA Form 8130-7 must not be transmitted by fax.**

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 21, 39, 91, 121, and 135
- Successful completion of the Airworthiness Safety Inspectors Indoctrination course(s), or equivalent

B. *Coordination.* This task requires coordination between the assigned principal inspectors.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- Part 21, §§ 21.197 and 21.199; part 39, § 39.3; part 91, §§ 91.203, 91.611, and 91.1115(c); part 121; and part 135, § 135.411(a)(2)
- International Civil Aviation Organization (ICAO) Annex 8
- ATOS Data Collection Tools (DCT): 1.1.3

#### B. Forms:

- FAA Form 8400-8, Operations Specifications
- Management Specifications (MSpecs)

#### C. Job Aids:

- Automated OpSpecs/MSpecs checklists and worksheets
- JTA: 3.3.167

### 3. PROCEDURES.

A. *Verify the Operator's/Program Manager's Application.* Ensure that the operator/program manager has applied for an OpSpecs/MSpecs amendment with the district office in charge of inspecting its overall operation.

B. *Verify that the Aircraft is Capable of Safe Flight.* The aircraft does not have to meet all airworthiness requirements.

C. *Review the Operator's/Program Manager's Manual.* During the review, the reviewing inspector should keep the following in mind.

(1) Although each air carrier/program manager's system is required to meet the same requirements, the system and procedures developed and used by each individual air carrier to meet those requirements may be quite different from one another, yet still comply with the regulations and FAA standards.

(2) The air carrier/program manager's special flight permit procedures must address all special maintenance and/or temporary alterations accomplished in conjunction with the operation under the special flight permit, whether the maintenance or alteration was accomplished by authorized air carrier personnel or by authorized personnel outside of the air carrier's organization.

(3) The procedures must clearly identify the particular person(s), by job title or descriptions, who are responsible for carrying out each particular function of the special flight permit system.

(4) The air carrier's special flight permit procedures must not be contrary to the regulations, nor should the manual contain procedures that permit activity resulting in de facto exemptions to sections of 14 CFR.

D. *Procedures for Ferry Flights.* Ensure the manual includes the following:

(1) Provisions for conveying the authorization to ferry to the operating crew.

(2) A system for recording each flight conducted under this authorization.

(3) Procedures to determine that the proposed special flight complies with the 14 CFR and is not prohibited by any ADs.

(4) Procedures to allow additional crewmembers and other authorized persons to be carried aboard the aircraft during ferry flights when

the aircraft flight characteristics have not been appreciably changed or its operation in flight substantially affected. In these cases, the passenger carrying requirements of parts 121 and 135 are not abrogated by the special flight permit.

(5) Procedures to ensure the display of the current airworthiness certificate and any special flight permit or authorization.

(6) Procedures to ensure the review of the following items prior to releasing the ferry flight:

(a) Technical data to which the aircraft must perform.

(b) Operational equipment necessary for safe operation of the aircraft.

(c) Aircraft weight limits.

(d) Fuel distribution limits.

(e) Center of gravity limits.

(f) Aircraft maneuver limitations.

(g) Equipment usage limitations, e.g., autopilot.

(h) Airspeed limits.

(i) Meteorological limits, including:

- Conditions to be avoided
- Inspections required should these conditions be encountered inadvertently
- Weather minimums

(7) Procedures for personnel to follow when determining the inspections and tests necessary to ensure the damaged aircraft is capable of safe flight.

**NOTE: The air carrier/program manager's manual must contain procedures to ensure that the aircraft is not operated if an affirmative technical determination cannot be made that a particular aircraft is capable of safe operation, because of insufficient design, inspection, maintenance, or flight operation data.**

(8) Procedures to ensure that special permission is granted from each foreign authority prior to authorizing a special flight permit over their foreign countries.

(9) Procedures to ensure the PMI is notified prior to the movement of an aircraft that has been involved in an accident or incident.

*E. One Engine-Inoperative Ferry Flights.* Ensure the following:

(1) The certificate holder has a four-engine airplane or a turbine engine-powered airplane equipped with three engines.

(2) The applicable airplane has been previously test-flown with one engine inoperative in accordance with its approved Aircraft Flight Manual (AFM). The approved AFM must contain the following data:

(a) Maximum weight.

(b) Configuration of the inoperative propeller, if applicable.

(c) Runway length for takeoff, including temperature accountability.

(d) Altitude range.

(e) Certificate limitations.

(f) Ranges of operational limits.

(g) Performance information.

(h) Operating procedures.

(3) The certificate-holder's manual must include the following FAA-approved procedures:

(a) Procedures to limit the operating weight on any ferry flight to the minimum necessary for the flight plus the necessary reserve fuel load.

(b) A limitation that takeoffs must be made from dry runways unless, based on a showing of actual runway operating takeoff techniques on wet runways with one engine inoperative, takeoffs with full controllability from wet runways have been approved for the specific model aircraft and included in the approved AFM.

(c) Procedures for operations from airports in which the runways may require a takeoff or approach over populated areas.

(d) Inspection procedures for determining the operating conditions of the operative engines.

(e) A restriction that no person may takeoff from an airport in which the initial climb is over thickly-populated areas or weather conditions at the takeoff and destination airport are less than those required for VFR flight.

(f) Procedures that ensure carrying only essential flight crewmembers aboard the airplane during the ferry flight.

(g) Procedures that ensure flight crewmembers are thoroughly familiar with the operator/program manager's operating procedures and

the approved AFM for one engine-inoperative ferry flights.

*F. Notification of Accident Coordinator.* Notify the FAA accident coordinator prior to any authorization of an aircraft involved in an accident or incident.

#### **4. TASK OUTCOMES.**

*A. Complete PTRS.*

*B. Complete the Task.* Successful completion of this task will result in issuance of OpSpec D084 or MSPEC MD084.

*C. Document Task.* File all supporting paperwork in the operator's/program manager's office file.

**5. FUTURE ACTIVITIES.** Normal surveillance.

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## CHAPTER 2. CONDUCT SPOT INSPECTION OF OPERATOR'S/ FRACTIONAL OWNERSHIP PROGRAM MANAGER'S AIRCRAFT

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

##### A. Maintenance:

- Spot Inspection: 3628
- Structural Spot Inspection: 3647

##### B. Avionics:

- Spot Inspection: 5628

**2. OBJECTIVE.** This chapter provides guidance for observing and analyzing in-progress maintenance operations for compliance with specific methods, techniques, and practices in the operator/fractional program manager's (hereafter referred to as the program manager) inspection and/or maintenance program.

#### 3. GENERAL.

A. *Definition.* Work package—job task control units developed by the operator/program manager for performing maintenance/inspections. A typical work package may include the following:

- Component change sheets
- Inspection work cards
- Non-routine work cards
- Appropriate sections of the maintenance procedures manual
- Engineering Orders (EO)

B. *Federal Aviation Administration (FAA) Inspection Personnel.* It is important that Airworthiness aviation safety inspectors (ASI) are familiar with the type of aircraft to be inspected before performing the inspection. This can be accomplished through on-the-job training.

##### C. Coordination Requirements.

(1) Airworthiness ASIs possess various degrees and types of expertise and experience. An ASI who needs additional information or guidance should coordinate with personnel experienced in that particular specialty.

(2) Geographic units need to establish close coordination with the district office that has oversight responsibility for the operator/program manager. Coordination is required to:

(a) Gain access to FAA office operator/program manager file information not available to the geographic unit.

(b) Transmit all inspection results and/or recommendations to the district office that has oversight responsibility for the operator/program manager.

(c) Receive any changes implemented by the district office that has oversight responsibility for the operator/program manager as a result of the geographic unit's recommendations.

#### 4. INITIATION AND PLANNING.

A. *Initiation.* Spot inspections can be scheduled as part of the work program, but may be initiated whenever a problem is noted, including when deficiencies are noted during other types of inspections.

##### B. Planning.

(1) *Spot Inspections Derived from the Planned Work Program.*

(a) The number of spot inspections in the work program depends on the type and number of the operator/program manager's aircraft. After determining the type of aircraft to be inspected, confirm the aircraft availability and scheduled

maintenance functions with the operator/program manager's personnel.

(b) If the maintenance to be observed is known, review the operator/program manager's operating or maintenance procedures manual to become more familiar with the maintenance task. Review the following:

- Required Inspection Items (RII), if applicable
- Forms used to document maintenance task
- Latest manual revision and date
- Special tools and equipment used to perform the maintenance task
- Any other manual requirements relating to the maintenance task

(c) For geographic units in which the maintenance procedures manuals are not in the office, review the applicable sections of the operator/program manager's maintenance manual at the facility prior to performing this task.

(d) Examining previous inspection findings provides the ASI with background information regarding problem areas found during other spot inspections. This information can give an indication of how effective past corrective actions were in resolving previously identified problem areas.

(e) The FAA provides information such as Airworthiness Directives (AD), Service Difficulty Report (SDR) Summaries, and PTRS entries. Review this information, when available, to become familiar with current service difficulty information. While performing the spot inspection, ensure that any conditions described in this information do not exist on the aircraft.

(2) *Spot Inspections Not Derived from the Planned Work Program.* While performing other surveillance activities, many situations afford the opportunity to perform spot inspections. For example, if a discrepancy that requires maintenance is found during a ramp inspection, a spot inspection of that maintenance function could be performed.

**5. MAINTENANCE RECORDS.** During performance of the spot inspection, pay special attention to the following areas, as applicable:

- AD's current status, including the method of compliance
- Overhaul records, including documentation containing the overhaul details and replacement time
- Major repair/alteration classifications and the use of approved data
- Replacement time of life-limited parts

## **6. PERFORMING SPOT INSPECTION.**

### *A. Selecting a Maintenance Task.*

(1) Discuss with the maintenance supervisor what maintenance is currently being performed to determine what portions of that current maintenance/inspection should be observed.

(2) Place special emphasis on observing maintenance tasks that involve RIIs. Problem areas to look at include:

- Persons performing inspections outside of authorizations or limitations
- RIIs not being properly identified or accomplished

### *B. Performance Standards.*

(1) Each operator has a maintenance/inspection program for its individual maintenance operations. For maintenance to be performed on the operator's aircraft, corresponding provisions and procedures must be in the operator's maintenance manual. Program managers are required by Title 14 of the Code of Federal Regulations (14 CFR) part 91, § 91.1025(l) to have their inspection program and by § 91.1427 to have their Continuous Airworthiness Maintenance Program (CAMP) included in their operating manual.

(2) Each operator/program manager should have special procedures in the manual to ensure that persons outside of the organization perform maintenance in accordance with the operator/program manager's maintenance manual.



*C. Discrepancies Noted During Surveillance.*  
When deviations from accepted procedures are noted, bring to the attention of maintenance management that corrective action must be taken immediately. Discrepancies noted during the inspection may require followup at a later time.

## 7. STRUCTURAL SPOT INSPECTIONS.

A. In response to recent events, the FAA has determined that increased surveillance is needed for transport category aircraft undergoing C, D, or similar “heavy” inspections. This increased surveillance is due to the “aging” fleets of U.S. operators and reflects concern over structural fatigue and corrosion.

B. During the observance of a heavy inspection, ASIs must pick an inspection area where maintenance has been started and where there could be possible fatigue or corrosion problems (especially an area that is not usually open to inspection, such as under the galley or lavatories).

(1) If inspecting an area where maintenance is in progress, evaluate the following:

(a) While performing their job functions, are personnel accomplishing their job tasks per the work package?

(b) Does the Aging Aircraft/Corrosion Control Program provide the necessary guidance to evaluate and respond in a timely manner to structural fatigue and corrosion?

(2) If inspecting an area where maintenance has already been accomplished, evaluate the following:

(a) Are there any structural fatigue or corrosion problems evident?

(b) If there are, were they identified by the person(s) responsible for that area?

(c) If they were identified, was the corrective action initiated and completed?

(3) Is an AD applicable to this problem? If there is an AD, what is the status of that AD?

**NOTE: While inspecting these areas that are not normally accessible, look for evidence of major structural repairs. If a major repair was accomplished, review the approved data for that repair.**

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 91, 121, 125, 135, and 145, as applicable
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience working with an operator/program manager with similar types of aircraft

#### B. Coordination:

(1) This task may require coordination between Avionics and Maintenance ASIs.

(2) Geographic units must coordinate with the district office that has oversight responsibility for the operator/program manager to obtain knowledge of the operator/program manager's maintenance procedures and any other items of concern that may surface during routine inspections.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- 14 CFR parts 39, 43, and 91
- FAA Order 8310.2, Maintenance—Review Case Handbook
- Operator/program manager's maintenance procedures manual and inspection work packages

#### B. Forms. None.

#### C. Job Aids:

- JTA: 2.3.1

### 3. PROCEDURES.

#### A. Initiate Spot Inspection, as applicable.

*B. Select Appropriate Aircraft For Inspection.* Determine the following from the operator/program manager's maintenance schedules:

- Aircraft availability
- Aircraft type
- Type of maintenance being performed

*C. Prepare for the Inspection.* Review the following:

(1) Maintenance manual procedures for maintenance being performed (if available), or operating manual procedures for aircraft operated under part 91, subpart K.

(2) Operations specifications (OpSpecs)/management specifications (MSpecs) time limitations, when applicable to the maintenance task.

(3) Previous inspection findings.

(4) Applicable maintenance alert bulletins.

(5) SDR Summary.

(6) Any new regulation and/or AD requirements affecting the aircraft to be inspected.

#### D. Perform the Spot Inspection.

(1) Identify yourself to the maintenance supervisor and discuss the nature of your inspection.

(2) Discuss with the maintenance supervisor/person in charge the status of the selected maintenance task.

(3) Select a particular maintenance task within the work package. If possible, include a maintenance task that has been designated by the operator/program manager as an RII.

(a) Ensure that current maintenance procedures are available to the person(s) performing the work by accomplishing the following:

1. Asking maintenance personnel for the maintenance procedures used to accomplish the work.

2. Recording the date of the maintenance procedures being used to perform the maintenance task for future comparison with the maintenance manual master copy.

(b) Ensure that the maintenance is performed according to established procedures by comparing actual performance to the operator/program manager's maintenance/inspection manual procedures.

(c) Ensure that the proper tools are being used by accomplishing the following:

1. Observing that special tools referenced in the maintenance manual are being used.

2. Checking calibration due dates on precision tools, measuring devices, and testing equipment requiring calibration.

(d) Ensure that the operator/program manager has the facilities to properly perform the maintenance task.

(e) Ensure that systems being maintained are not exposed to environmental conditions that could contaminate or damage components.

(f) Ensure that maintenance recording is accomplished according to the operator/program manager's recordkeeping system.

(g) Note any maintenance task deficiencies and include any copies of the documents that revealed the deficiencies.

(h) For those maintenance tasks involving RII functions, determine that the persons

observed performing these functions are appropriately certificated, authorized, and qualified.

*E. Analyze the Findings.* Evaluate inspection findings to determine if discrepancies exist. Discuss the results with the operator/program manager or appropriate personnel.

#### 4. TASK OUTCOMES.

*A. Complete PTRS.* When closing out a structural spot inspection, include the following information in the PTRS entry:

- The age of the aircraft
- If the operator/program manager's inspection includes "aging aircraft" related activities

**NOTE: Additionally, when appropriate, fill in the "National Use" block with the term "Aging" when aircraft are over 15 years old.**

- The AD number, AD type, and inspection results, if an AD structural repair or modification was accomplished

*B. Complete the Task.* Completion of this task can result in requested manual revisions.

*C. Document Task.* File all supporting paperwork in the operator/program manager's office file.

**5. FUTURE ACTIVITIES.** Based on the analysis of inspection findings, plan increased surveillance of problem areas, as applicable.

## CHAPTER 3. CONDUCT RAMP INSPECTION OF OPERATOR'S/FRACTIONAL OWNERSHIP PROGRAM MANAGER'S AIRCRAFT

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3627

B. *Avionics:* 5627

**2. OBJECTIVE.** This chapter provides guidance for sampling the quality of maintenance and the degree of compliance with the operator/fractional program manager's (hereafter referred to as the program manager) maintenance procedures on in-service aircraft operated under Title 14 of the Code of Federal Regulations (14 CFR) part 91 (subpart K), and parts 121, 125, 129, § 129.14, 133, 135, 137, 141, or 142.

#### 3. GENERAL.

A. *Inspector Training.* It is important that aviation safety inspectors (ASI) become familiar with the type of aircraft to be inspected before performing the inspection. This can be accomplished by on-the-job training.

**NOTE: Only ASIs who have received part 129 geographic inspector training or are permanently assigned to an International Field Office (IFO) may conduct foreign air carrier inspections.**

B. *Personnel Needed for Inspection.*

(1) Due to the hub and spoke concept, many aircraft have less than 1 hour ground time. To ensure that the inspection is performed adequately, the Federal Aviation Administration (FAA) recommends that two inspectors perform this task in exterior and interior phases.

**NOTE: ASIs don't have to give part 129 operators advance notice that a ramp inspection will be conducted. However, inspection activities must be timed so they do not delay or interfere**

**with passenger boarding or deplaning or impede aircraft service or catering. The captain, his or her representative, or an appropriate airline representative should also be present.**

(2) Due to the nature of fractional ownership operations, part 91, subpart K aircraft may have little or no ground time at any one location. As with on-demand air carriers, these aircraft may be dispatched at short notice. It is important to coordinate with flightcrews, maintenance crews, and, when possible, dispatch personnel. To ensure that the inspection is performed adequately, the FAA recommends that two inspectors perform this task in exterior and interior phases.

**NOTE: En route inspections are not allowed in these aircraft when they are operated under part 91, subpart K.**

C. *Coordination.*

(1) Airworthiness and Operations ASIs possess various degrees and types of expertise and experience. An ASI who needs additional information or guidance on a given subject should coordinate with personnel experienced in that particular specialty.

(2) Geographic units may need to coordinate with the certificate-holding district office (CHDO) for domestic operations and the IFO for part 129 operations, as they do not always have access to the program manager's or air carrier's maintenance procedures manual. In addition, when discrepancies are found, the geographic unit should communicate with the CHDO or the IFO.

D. *Use of FAA ASI Credentials to Access Aircraft and Secure Areas of U.S. Airports.* Proper use of identification credentials, checkpoint procedures, and resolution of misunderstandings with airlines and other government agencies are crucial for the creation of an environment where ASIs can

conduct effective inspections and surveillance. Both the FAA Flight Standards Service and the Transportation Security Administration (TSA) have reaffirmed the necessity of ASI access to Security Identification Display Areas (SIDA) and Airport Operations Areas (AOA). However, because of TSA's enhanced screening process and other airport security measures, ASIs must undergo extra steps when entering a SIDA. The current edition of FAA Order 8000.38, Aviation Safety Inspector Credential Program, provides guidance and policy for the use of FAA Form 110A, Aviation Safety Inspector's Credential. ASIs should reference this Order for specific guidance and policy on access to aircraft and secure areas of U.S. airports.

#### 4. INITIATION AND PLANNING.

A. This task is scheduled as part of the work program or special emphasis request. Additional inspections are initiated by national, regional, or district office special requirements.

B. The ramp inspection provides the ASI with an opportunity to ensure that the compliance dates and requirements of new Airworthiness Directives (AD) and regulatory revisions have been met. ADs, Service Difficulty Report (SDR) Summaries, Maintenance/Airworthiness Bulletins, and PTRS entries should be reviewed, when available. (This is also applicable to U.S.-registered aircraft operated by foreign operators under § 129.14).

#### 5. MAINTENANCE RECORDS.

A. Regulations require maintenance to be recorded whenever it is performed prior to an approval for return to service. The operator/program manager's maintenance procedures manual should describe the procedures for ensuring that these recording requirements are met, including the specific instructions on when an airworthiness release or appropriate maintenance log entry is required.

B. Operators/air carriers/program managers must either correct or defer all mechanical discrepancies entered in the maintenance log using the methods identified in their maintenance procedures manual. Some program managers may include these procedures in a separate maintenance procedures manual. Additionally, some fractional ownership program aircraft are also operated by part 121 or 135 operators. In such cases, maintenance procedures may be contained within the carriers' maintenance manual.

As a variety of manuals are used, the FAA advises reviewing the appropriate manuals before performing the inspection.

C. Fractional ownership programs can select either an inspection program or a continuous maintenance program. Refer to the program manager's operating manual for the details of the program that they have selected. The inspection/maintenance program information will often be carried onboard the aircraft.

D. The Minimum Equipment List (MEL) has certain procedures and conditions that operators/air carriers/program managers must meet prior to deferring the item(s).

(1) These procedures are identified by "O," "M," and "O/M" and are normally contained in the operator/program manager's FAA-approved MEL. Sometimes the MEL references these procedures to another document.

(2) When reviewing the records for MEL compliance, the ASI must determine what procedures are required for deferral and ensure that these procedures are accomplished.

(3) The ASI must ensure that all applicable repetitive MEL procedures are accomplished for those items that are deferred and are continuing to be deferred through the station. These repetitive maintenance procedures must be signed off in the maintenance log as evidence that the procedures were accomplished.

#### 6. DEFERRED MAINTENANCE.

A. *Minimum Equipment List—Deferred Maintenance.* The operator/program manager's FAA-approved MEL allows the operator/program manager to continue a flight or series of flights with certain inoperative equipment. The continued operation must meet the requirements of the MEL deferral classification and the requirements for the equipment loss.

##### B. *Other Deferred Maintenance.*

(1) Operators/program managers frequently use a system to monitor items that have been inspected and found within serviceable limits. These items are still airworthy, yet warrant repair at a later time or when items no longer meet serviceable limits. This method of deferral may require repetitive inspections to ensure continuing airworthiness of the

items. Examples of items that are commonly deferred in this manner are fuel leak classifications, dent limitations, and temporary (airworthy) repairs. Not all fractional ownership programs have this capability. Refer to the program manager's manual for this information.

(2) Passenger convenience item (not safety/airworthiness related) deferrals should be handled in accordance with (IAW) the operator/program manager's program.

*C. Prompt Repairs.* The maintenance program approved for an operator must provide for prompt and orderly repairs of inoperative items. Not all program managers have approved maintenance programs, but the ASI should confirm that inoperative items are repaired promptly.

## 7. CABIN INSPECTION.

*A.* This inspection should be conducted immediately, when possible, without disturbing the loading and unloading of passengers. The inspection can be performed when some passengers are onboard during through-flights, but ASIs must exercise good judgment by inspecting areas away from the passengers.

*B.* Bring any discrepancy to the attention of the flightcrew or appropriate maintenance personnel immediately.

## 8. CARGO/PAX COMBINATION CONFIGURED AIRCRAFT.

*A. Structural Damage.* Inspection results have disclosed instances of significant aircraft structural damage resulting from careless loading of cargo, such as:

- Torn or punctured liners, indicating hidden damage to circumferential stringers, fuselage skin, and bulkheads
- Damaged rollers, ball mats, etc., causing significant structural damage to the floors
- Corrosion and structural damage caused by improper handling of some hazardous materials

**NOTE: Observation of hazardous material handling is normally not a surveillance function of the ASI during**

**a ramp inspection. However, if discrepancies are noted during the ramp inspection, the ASI should contact the appropriate TSA office. Additional guidance for cargo configured aircraft is in Order 8300.10, Volume 3, Chapter 9, Conduct Ramp Inspection on Cargo Loading.**

*B. Cargo Containers, Pallets, and Netting.* As part of their normal surveillance, principal inspectors (PI) should ensure that adequate procedures are in place in the operator's manual to ensure that cargo restraint equipment conform to proper standards and are in condition to perform their intended function.

(1) If maintenance is required on any of the type certificate (TC) or Supplemental Type Certificate (STC) cargo containers or restraint devices, it must be accomplished IAW appropriate regulations.

(2) Geographic inspectors performing air carrier surveillance should follow handbook guidance and report discrepancies in cargo handling/restraint devices through PTRS for followup action by the PI.

## 9. PERFORMING THE RAMP INSPECTION.

*A.* This inspection must be accomplished without interfering with the turnaround of the aircraft. The following list includes some of the activities that could cause a delay in the turnaround time if interfered with:

- Boarding and deplaning of passengers
- Servicing
- Fueling
- Maintenance
- Baggage handling
- Any other operator/program manager activity

*B.* The ASI must immediately bring any discrepancies noted to the attention of appropriate personnel, to allow the operator/program manager the opportunity to take corrective action without interrupting the flight schedule. The ASI must verify that all corrective actions taken were IAW the requirements of the operator/program manager's maintenance procedures manual or program operating manual.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of parts 91 (subpart K), 121, 125, 129 (§ 129.14), and 135, as applicable
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Experience working with similar type aircraft
- Knowledge of the program manager's operating manual, if applicable
- Completion of the fractional ownership transition course, if applicable
- Completion of the part 129 geographic inspector familiarity course

#### B. Coordination:

- This task may require coordination between Maintenance, Avionics, Cabin Safety, and Operations ASIs
- Geographic units should coordinate with the CHDO or the IFO

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- 14 CFR parts 21, 23, 25, 27, 29, 43, 45, 47, and 91
- International Civil Aviation Organization (ICAO) annexes 6 and 8
- Operator's maintenance procedures manual/  
program manager's maintenance/operations procedures manual

#### B. Forms:

- FAA Form 110A, Aviation Safety Inspector's Credential

#### C. Job Aids:

- Order 8300.10, Volume 3, Chapter 1, Introduction to Aircraft and Equipment, Figure 1-1, Interior Inspection Guidelines
- 8300.10, Vol. 3, Ch. 1, Figure 1-2, Exterior Inspection Guidelines
- JTAs: 2.2.4, 2.2.5, 2.3.58

### 3. PROCEDURES.

*A. Begin the Inspection.* Begin the ramp inspection IAW the district office work program or other directives.

#### B. Prepare for the Inspection.

(1) Coordinate with the operator/program manager's scheduling personnel or crew, select the aircraft to be inspected, and determine the type of equipment and ground time needed.

(2) Determine recent problem areas that were identified for that type of aircraft, if any.

(3) Determine if recent regulatory changes and AD requirements affect the aircraft to be inspected.

*C. Conduct the Exterior Inspection, as applicable.* Perform this inspection IAW vol. 3, ch. 1, figure 1-2.

*D. Interview the Flightcrew.* Introduce yourself and describe the purpose and scope of the inspection.

#### E. Inspect the Aircraft Maintenance Records.

(1) Prior to departure of the aircraft, ensure that all open discrepancies from the previous flight are resolved IAW the operator/program manager's manual.

(2) Review the maintenance records to determine if repetitive maintenance problems exist, which might indicate a trend.

(3) Ensure that all MEL items are deferred IAW the provisions of the operator/program manager's FAA-approved MEL.

(a) Review the operator/program manager's FAA-approved MEL to determine that conditions, procedures, and placarding requirements were accomplished to defer specific items correctly.

(b) Note the date when an item was first deferred to determine if the maximum allowed length of deferral was exceeded. Accomplish this by examining maintenance record pages, the deferred maintenance list, or deferred maintenance placards or stickers.

(4) Ensure that an airworthiness release, maintenance record entry, or appropriate approval for return to service was made after the completion of maintenance.

(5) Ensure that the maintenance record contains the following for each discrepancy:

- Description of the work performed or a reference to acceptable data
- Date of completion of work
- Name or other positive identification of the person approving the work
- Name of the person performing work, if outside the organization
- Signature, certificate number, and kind of certificate, if work has been performed satisfactorily
- If emergency maintenance is performed by personnel who are not covered by a drug and alcohol misuse program, ensure that the reporting requirements of part 91, § 91.1047(d) are complied with

*F. Conduct the Interior Inspection, as applicable.* Perform this inspection IAW vol. 3, ch. 1, figure 1-1.

*G. Debrief the Operator/Program Manager, Personnel, or Flightcrew.* Inform the flightcrew or appropriate personnel that the inspection has been completed. Discuss the discrepancies brought to the operator/program manager's attention during the inspection.

*H. Examine the Maintenance Record Entries.* Ensure that the operator/program manager has

recorded all discrepancies noted during this inspection. If time is available, monitor the operator/program manager's corrective actions.

*I. Analyze Findings.* Analyze each finding to determine if the discrepancies are the result of improper maintenance and/or missing or inadequate maintenance/inspection procedures.

#### 4. TASK OUTCOMES.

##### *A. Complete PTRS.*

*(1) For Part 129 Only.* The data reporting requirements for completing a part 129 aircraft ramp inspection using surveillance activity codes 3627 and 5627 have been revised. Section IV of the PTRS Data Sheet indicates each area that should be examined in the performance of 3627/5627 inspections. Comments are required only for those areas with findings or discrepancies noted during the inspection.

*(a)* For each discrepancy or finding, enter the appropriate primary area and key word on the Data Sheet.

*(b)* Next, enter either a Potential (P) or Unsatisfactory (U) for discrepancies and findings.

*(c)* In the PTRS comment field (section IV), enter the line item identification number shown on the Figure Sheet (1.1, 2.6, 3.4, etc.) and then enter a description of the discrepancy.

*(d)* If a positive comment is needed in a particular area for clarification, enter it using the appropriate primary area and key word shown on the PTRS form, using the Information (I) opinion code. Only positive comments or comments provided for clarification purposes may use the (I) opinion code. All findings and discrepancies must use either the (P) or (U) opinion code.

*(2) Other Inspections.* All other ramp inspections should be entered into PTRS IAW the PTRS Procedure Manual (PPM).

*B. Complete the Task.* Completion of this task can result in the following:

*(1)* Appropriate enforcement action when analyses of the findings disclose improper maintenance.

(2) Written notification to the operator/program manager of the necessary changes to the manual, when analyses of the findings disclose missing or inadequate maintenance/inspection procedures.

(3) Communication with the CHDO/IFO by the geographic unit finding discrepancies.

**5. FUTURE ACTIVITIES.** Based on inspection findings, determine if closer surveillance, additional enforcement, other job tasks, and/or additional coordination between the CHDO/IFO and geographic units are required to regain compliance.

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## CHAPTER 26. MONITOR PART 91, AND APPROVE/MONITOR PART 91 SUBPART K OWNER'S INSPECTION PROGRAM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3425 through 3429

B. *Avionics*: 5425 through 5429

**2. OBJECTIVE.** This chapter discusses the procedures to monitor aircraft and aircraft inspection programs under Title 14 of the Code of Federal Regulations (14 CFR) part 91, and Fractional Ownership Managers programs under 14 CFR part 91, subpart K.

**3. INSPECTION PROGRAMS.** Several types of inspection programs are available to part 91, owner/operators and fractional program managers (hereafter referred to as program managers) operating under part 91, subpart K. However, unlike part 91, aircraft inspection programs, all part 91, subpart K inspection programs must be submitted to the district office that has oversight responsibility for the program manager for approval. This approval must be obtained regardless of any previous approval of the program.

**NOTE:** For aircraft operating under part 91, subpart K, an owner/program manager is required to establish a maintenance inspection program under the provisions of part 91, § 91.1109. The program manager will act on behalf of the fractional owners (collectively) for any authorizations or approvals concerning the program aircraft.

A. *Annual and 100-Hour Inspections.* The annual and 100-hour inspections are identical in scope and detail. The only difference is in the performance and approval of the annual inspection, which must be accomplished by a person authorized under 14 CFR part 43, §§ 43.3 and 43.7, as provided in 14 CFR part 65.

(1) Part 43, § 43.11 requires persons approving or disapproving equipment for return to

service after any required inspection to make an entry in the record of that equipment. An approved repair station documenting compliance with an annual inspection in the aircraft maintenance records meets the requirements of § 43.11.

(a) An owner/program manager maintaining separate records for the airframe, powerplants, propellers, appliances, and components will make the entries for the 100-hour inspection in each record and make the entry for the annual inspection (part 91, only, not part 91, subpart K for annual inspections) in the aircraft maintenance record (reference part 91, § 91.417, and § 43.11).

(b) An owner/operator shall ensure that maintenance personnel make appropriate entries in the records for the airframe, powerplants, propellers, appliances, and components. Owners/operators keeping the required records together in a single record will make the entry of the annual inspection in that record. The entries for 100-hour inspections and other maintenance also will be made in this record, as required by § 91.417.

(2) *Annual Inspections.* Part 91, § 91.409(a) requires that any person who operates aircraft must ensure that the aircraft has been inspected according to the requirements of part 43.

(a) Annual inspections are designed to provide a complete and comprehensive inspection of an aircraft. They are performed at least each 12 calendar months by persons authorized under § 43.3. The inspection determines the condition of the aircraft and the maintenance required to return the aircraft to an airworthy condition. Appendix D of part 43, defines the scope and detail of an annual inspection.

(b) The owner/operator of an aircraft may have annual inspections at any interval that does not exceed the maximum of 12 calendar months between inspections, as specified by § 91.409(a)(1). For example, an aircraft inspected and approved upon any

day of a calendar month will become due for inspection upon the last day of the same month, 12 months later.

(c) Part 43, § 43.15 and Appendix D provide that all systems, components, and appliances shall be checked to ensure proper installation and satisfactory operation.

1. Before conducting surveillance of annual inspections performed by maintenance personnel, inspectors should become familiar with the manufacturer's recommended inspection procedures, special instructions, etc.

2. Inspectors also should know the acceptable degree of deterioration or defect permitted by the manufacturer, as set forth in the manufacturer's manuals or other data.

(d) In all cases, persons authorized to perform inspections under §§ 43.3 and 43.7 must determine from records and physical inspection that the aircraft conforms to the contents of the following:

- Aircraft Specification or type certificate data sheets (TCDS)
- Supplemental Type Certificate (STC), if applicable
- Airworthiness Directives (AD)

(e) The above documents must be available to the maintenance personnel conducting an inspection. Applicability of an STC may be determined by reference to the aircraft maintenance records.

(f) The inspection is not considered complete until the required recording procedures of §§ 43.11 and 91.417 are met.

1. Under the provisions of § 43.11, the agency or person approving or disapproving for return to service is responsible for recording the inspection in the maintenance records.

2. If the person conducting the inspection finds the aircraft to be unairworthy, appropriate entries must be made in the aircraft maintenance records. The owner/operator must be provided a list of discrepancies or unairworthy items.

3. The owner/operator must ensure that the maintenance records contain proper entries according to § 91.417. The owner/operator must have discrepancies found during the inspection repaired, as prescribed in part 43, before the aircraft is returned to service.

(g) When conducting surveillance, airworthiness inspectors will review aircraft maintenance records to determine if the requirements of an annual inspection have been accomplished.

(3) *The 100-Hour Inspection.* Appendix D of part 43 defines the scope and detail of a 100-hour inspection. One-hundred-hour inspections are required in addition to annual inspections under the following situations:

- Aircraft are operated for carrying persons for compensation or hire
- Aircraft are used for flight instruction for hire, if furnished by the flight instructor

**NOTE: When a flight instructor is not included in the rental agreement, a 100-hour inspection is not required on an aircraft when it is rented out.**

*B. Progressive Inspections.* The progressive inspection must be a complete inspection of the aircraft, conducted in stages, with all stages to be completed in a period of 12 calendar months.

(1) An owner/operator desiring to use a progressive inspection program must submit a written request to the Flight Standards District Office (FSDO) with jurisdiction over the area in which the applicant is located.

(a) The owner/operator may develop a progressive inspection program tailored to fit the operation.

(b) Progressive inspection programs developed by the manufacturer do not automatically fit the needs of each individual operator; inspectors should review them on a case-by-case basis.

(c) The owner/operator's progressive inspection program may be more restrictive than the manufacturer's program, but it may not be less restrictive unless sufficient justification is presented to and accepted by the FAA.

(2) The inspector should not attempt to establish for the owner/operator arbitrary intervals for the inspection or overhaul of aircraft. Intervals should be based on the manufacturer's recommendations, field service experience, malfunction and defect history, and the type of operation in which the aircraft is engaged.

(3) If the progressive inspection is discontinued, the owner or operator shall notify the local FAA FSDO in writing immediately. After the discontinuance, the first annual inspection is due within 12 calendar months after the complete inspection has been accomplished according to the progressive inspection program.

*C. Large Airplane (Over 12,500 lbs.) and Turbine Powered (Turbojet and Turbopropeller) Multiengine Airplane Inspection Programs.* These aircraft must be inspected according to the requirements of an inspection program selected by the owner/operator. Section 91.409(f) outlines various options available to the owner/operator.

(1) It may appear that some of the options specified in § 91.409(f)(1) through (3) do not involve the field inspector, as they refer to previously-approved and manufacturer-recommended programs. However, inspectors should recognize that these programs must be either currently recommended by the manufacturer or currently in use by 14 CFR part 121, 127, or 135 operators who are supplying the program. The intent of this requirement is to prevent the use of obsolete programs.

(2) Reference to a manufacturer-recommended program has led to several misconceptions about what precisely constitutes such a program.

(a) Section 91.409(f)(3) refers to "A current inspection program recommended by the manufacturer." No reference is made to the aircraft manufacturer specifically. Section 91.409(e), however, requires inspection of the airframe, engines, propellers, appliances, survival equipment, and emergency equipment.

(b) Therefore, a complete manufacturer's recommended program consists of the program supplied by the airframe manufacturer and supplemented by the inspection programs provided by the manufacturers of the engines, propellers,

appliances, survival equipment, and emergency equipment installed on the aircraft.

**NOTE: Because this program addresses inspections only, it does not include service bulletins, service letters, service instructions, and other maintenance documents, unless they require an inspection to be performed.**

*D. Approved Aircraft Inspection Programs (AAIP) (§§ 91.409 and 91.415).* Part 91, addresses the use of approved aircraft inspection programs in three sections. The following quotes from part 91, are cited because of frequent misinterpretation of the term "approved aircraft inspection program" by operators and FAA personnel alike.

(1) Section 91.409(f) states that the owner/operator must select, identify, and use one of the inspection programs. Section 91.409(f)(2) presents as one of the options "an approved aircraft inspection program approved under § 135.419...and currently in use by a person holding an operating certificate issued under part 135."

(2) Section 91.409(g) states "Each operator of an airplane...desiring to establish or change an approved inspection program under paragraph (f)(4) of this section must submit the program for approval to the local FAA Flight Standards district office having jurisdiction over the area in which the aircraft is based." The approved inspection program spoken to in this section is not to be confused with an AAIP as allowed in § 91.409(f)(2).

(3) Section 91.415(a) states "Whenever the Administrator finds that revisions to an approved aircraft inspection program under § 91.409(f)(4) are necessary for the continued adequacy of the program, the owner or operator shall, after notification by the Administrator, make any changes in the program found to be necessary by the Administrator." The inspection program referenced in this section is not to be confused with an AAIP approved under the requirements of § 135.419.

**NOTE: The inspector should ensure that the program includes inspection of all systems, including avionics and emergency equipment.**

*E. Manufacturers' Inspection Programs.* These programs may be included in the aircraft maintenance

manuals or offered by the manufacturer separately. Typically, they are designed to provide the owner/operator with a degree of scheduling flexibility and a minimum of downtime. Inspectors should carefully review these programs as they may not cover items such as avionics, emergency equipment, or equipment installed by a person other than the manufacturer.

**4. COMPUTERIZED RECORDKEEPING AND ALERTING PROGRAMS.** Computer companies have made available software designed to function as maintenance tracking programs. See Advisory Circular (AC) 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, for guidance on this subject.



## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION.

*A. Prerequisites.* This task requires knowledge of parts 43, 65, 91, and § 135.419.

*B. Coordination.* This task requires coordination between maintenance and avionics inspectors.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References (current editions):*

- Title 14 CFR parts 39 and 91
- AC 39-7, Airworthiness Directives
- AC 43-9, Maintenance Records
- AC 43.9-1, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance)
- AC 43-16, General Aviation Maintenance Alerts (found at [http://www.faa.gov/aircraft/safety/alerts/aviation\\_maintenance/](http://www.faa.gov/aircraft/safety/alerts/aviation_maintenance/))
- AC 91-38, Large and Turbine-Powered Multiengine Airplanes, Part 91, Subpart D
- AC 120-78, Acceptance and use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals

*B. Forms.* None.

*C. Job Aids.* None.

### 3. PROCEDURES.

*A. Review and Accept a Progressive Inspection Program.*

(1) Advise the owner/operator desiring a progressive inspection program to submit a letter of intent and a copy of the program, as required by § 91.409.

**NOTE: The inspector should carefully review § 91.409(d) prior to analysis of the program.**

(2) Upon receipt of the letter of intent and the program, ensure the following:

(a) The program includes the entire aircraft and its components.

(b) The program will provide a complete inspection of the aircraft within 12 calendar months. Inspection intervals should be based on the manufacturer's recommendations, field service experience, malfunction or defect history, and the type of operation in which the aircraft is engaged.

(c) The scope of the inspection equals that of an annual-type inspection.

(d) The progressive inspection schedule ensures that the aircraft at all times will be airworthy and will conform to all applicable FAA aircraft specifications, TCDS, ADs, and other approved data.

(e) The program includes procedures for the immediate, written notification of the local FAA FSDO upon the discontinuance of the progressive program and the assumption of an annual inspection program.

(3) Analyze results of the review.

(4) Notify the operator in writing of any deficiencies found in the program.

(a) Request that the operator inform the FAA of plans for resolving deficient items.

(b) Once deficiencies have been corrected to meet the requirements of § 91.409, notify the operator in writing that the program has been accepted.

(5) Establish and maintain an operator file according to agency orders. The file should include a copy of the program and all related correspondence.

*B. Approve an Inspection Program Under § 91.409(f)(4).*

(1) Advise the operator of a large airplane, multi-engine turbojet or turbopropeller-powered airplane desiring an approved inspection program to submit the program for approval to the appropriate FSDO.

(2) Ensure the program is in writing and details the following:

- Instructions and procedures for conducting inspections, including necessary tests and checks
- Inspection intervals, expressed in terms of time in service, calendar time, number of system operations, or any combination of these
- The parts and areas that must be inspected

(3) Compare the submitted program with the manufacturer's recommended program. Ensure that the applicant completely justifies all deletions of items and inspection period escalations. Where there is no manufacturer's recommended program, use a time-tested program for comparison purposes.

(4) Ensure that the program developed by the applicant provides a level of safety equivalent to or greater than that provided by the inspection options of § 91.409(f)(1) through (3).

(5) Indicate approval on the cover page of the inspection program. Include the date of approval, the inspector's signature, and the office name, number, and location. Stamp the list of effective pages with the district office stamp, date, and the signature of the inspector.

*C. Approve an Inspection Program for Use by Fractional Ownership Program Operated Under Part 91, Subpart K.*

(1) Each program manager who operates aircraft under part 91, subpart K must submit the inspection program or Continuous Aircraft Maintenance Program (CAMP) to the cognizant FSDO for approval. (See FAA Order 8300.10, Volume 2, Chapter 64, Evaluate Continuous Airworthiness Maintenance Program Revision.) The program must be derived from one of the following:

(a) An inspection program currently recommended by the manufacturer;

(b) An inspection program that is part of a CAMP currently in use by a person holding an air carrier or operating certificate issued under 14 CFR part 119 and operating that make and model aircraft under part 121 or 135;

(c) An aircraft inspection program approved under § 135.419 and currently in use under part 135 by a person holding a certificate issued under part 119; or

(d) An aircraft inspection program approved under part 125, § 125.247 and currently in use under part 125 by a person holding a certificate under part 125.

**NOTE: The Administrator may require revision of the inspection program approved under part 91, subpart K in accordance with the provisions of § 91.415.**

(2) Ensure that the inspection program is in writing, is included in the program manager's manual, and details the following:

- Instructions and procedures for conducting inspections, including necessary tests and checks
- Inspection intervals, expressed in terms of time in service, calendar time, number of system operations, or any combination of these
- The parts and areas that must be inspected

(3) Compare the submitted program with the manufacturer's recommended program. Ensure that the applicant completely justifies all deletions of items and inspection period escalations. Where there is no manufacturer's recommended program, use a time-tested program for comparison purposes.

(4) Ensure that the name and address of the person responsible for scheduling the inspections is contained in the program.

(5) Indicate approval on the cover page of the inspection program. Include the date of approval, the inspector's signature, and the office name, number, and location. Stamp the list of effective pages with the district office stamp, date, and the name of the inspector. It is not necessary to stamp every page of the program, only the cover page and the list of effective pages.

*D. Review Maintenance Records.* Ensure that persons approving and disapproving equipment for return to service after any required inspection have

entered the inspection in the record of that equipment. Verify that when an owner/program manager maintains a single record, the entry for required inspections is made in that record. Ensure that if the owner/program manager maintains separate records for the airframe, engines, powerplants, propellers, appliances, and components, the entry for required inspections is made in each.

(1) *Annual/100-Hour Inspection.* Review records to ensure compliance with the requirements of §§ 43.11 and 91.417. Determine that appropriate entries have been made to meet the regulatory requirements.

(2) *Progressive Inspection.* Ensure that records indicate the following:

- Completion of an annual inspection within the past 30 days prior to the start of inspections under a progressive inspection program
- Compliance with inspection intervals prescribed in the progressive program
- Completion of the inspection cycle within 12 calendar months

(3) *Large Airplane (Over 12,500 lbs.) and Turbine-Powered (Turbojet and Turbopropeller) Multiengine Airplane Inspection Programs.* Ensure the maintenance records indicate that the

owner/operator has identified and is using a selected program according to § 91.409(f). For any inspection program with a computerized recordkeeping and alerting system, refer to AC 120-78 for guidance on approval of such systems.

*E. Conduct Surveillance of the Aircraft.* Examine the aircraft to determine, to the extent possible, that it is in condition for safe operation. Ensure that the inspection is accomplished either in the presence of or with specific approval from the owner/operator. FAA Order 8300.10 Volume 2, Chapter 36, Evaluate/Inspect Part 91 Operator's Aircraft and Part 91 Subpart K, Fractional Ownership Program Manager's Aircraft, provides guidance on the inspection/evaluation of part 91 aircraft.

#### 4. TASK OUTCOMES.

*A. Complete PTRS.*

*B. Complete the Task.* Successful completion of the task will result in acceptance and/or approval of the inspection programs.

**5. FUTURE ACTIVITIES.** Carefully monitor inspection systems for compliance with appropriate CFRs and for continued airworthiness of subject aircraft. Determine whether maintenance practices are performed at an adequate level of safety. Direct particular attention to any areas where trends indicate a faulty inspection system or inadequate maintenance. Take immediate action to correct any deficiencies.

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## CHAPTER 143. MONITOR COCKPIT VOICE RECORDERS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

##### A. Maintenance:

- Ramp Inspection: 3627
- Spot Inspection: 3628
- Cockpit En Route Inspection: 3629

##### B. Avionics:

- Ramp Inspection: 5627
- Spot Inspection: 5628
- Cockpit En Route Inspection: 5629

**2. OBJECTIVE.** This chapter provides guidance in monitoring cockpit voice recorders (CVR) during spot, ramp, and cockpit en route inspections.

**NOTE: En route inspections are not allowed on aircraft operated on fractional ownership flights.**

**3. GENERAL.** Title 14 of the Code of Federal Regulations (14 CFR) requires that certain aircraft be equipped with a CVR that meets approved design and installation criteria. The regulations also stipulate that the data obtained from the CVR cannot be used in any civil penalty or certificate action.

**NOTE: This does not negate the aviation safety inspector's (ASI) authority and responsibility to monitor the CVR during the performance of airworthiness surveillance functions.**

*A. Requirements of CVR Maintenance Procedures.* The Avionics ASI is responsible for determining that the maintenance procedures ensure that tests are conducted according to procedures provided by the CVR manufacturer and should

include, at a minimum, listening to the recorded signals on each channel to verify that the audio is being recorded properly, is intelligible, and is free from electrical noise or other interference. For program managers, the tests should be part of their inspection or maintenance program.

*B. Monitoring the CVR.* There are no restrictions in the regulations that prevent periodic monitoring of the CVR as a method of surveillance.

(1) ASIs are cautioned against monitoring CVR tapes for any purpose other than determining the quality of the recording.

(2) Monitoring should be done only to the extent necessary to determine that the quality of reproduction and maintenance of the CVR is adequate.

*C. Acoustic Underwater Locator Beacon Maintenance.*

(1) To ensure the timely activation of underwater acoustic beacons associated with CVRs, Avionics ASIs should evaluate their certificate holder's or fractional ownership manager's (hereafter referred to as the program manager) maintenance and inspection programs to ensure that procedures for testing beacons, conducted concurrently with battery replacement, provide for functionally testing the beacons before replacing the old battery.

(2) Operator's and program manager's maintenance or inspection programs should also be evaluated to ensure that operational testing is being accomplished, consistent with the recorder or beacon manufacturer's recommended procedures, at specified intervals and, when possible, in conjunction with a numbered or phase inspection (e.g., "A," "B," or "C" check).

(3) These requirements must be reflected on work cards or other inspection cards to ensure system-wide compliance.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 91, 121, 125, and 135, as applicable
- Experience with the equipment being inspected
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent

B. *Coordination.* This task requires coordination with the operator or program manager.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- Order 8300.10, Volume 3, Chapter 2, Conduct Spot Inspection of Operator's/Fractional Ownership Program Manager's Aircraft
- 8300.10, Vol. 3, Ch. 3, Conduct Ramp Inspection of Operator's/Fractional Ownership Program Manager's Aircraft
- 8300.10, Vol. 3, Ch. 4, Conduct Cockpit En Route Inspection

#### B. Forms:

- FAA Form 8430-13, Request for Access to Aircraft

#### C. Job Aids:

- JTAs: 2.2.4, 2.3.1, 2.3.4

### 3. PROCEDURES.

A. *Initiate the Inspection.* Reference vol. 3, ch. 2, 3, or 4, as applicable.

B. *Monitor the CVR.*

(1) If this task is being done as part of an en route inspection, obtain permission from the pilot-in-command before plugging into the CVR system.

**NOTE: Be aware that not all phone jacks on CVR cockpit monitors are wired for operation.**

(2) If this task is being done as part of a spot or ramp inspection, accomplish the following:

(a) Coordinate with the maintenance supervisor before conducting the inspection; and

(b) Monitor the in-progress maintenance to ensure that the CVR is being evaluated for performance of its intended function. Check all channels to ensure that the audio is being recorded properly, is intelligible, and is free from electrical noise or other interference.

(3) Monitor the cockpit area microphone to ensure that it satisfactorily picks up all cockpit audio.

**NOTE: Be aware that the quality of reproduction of some CVRs can be affected by ground operation of auxiliary power units and ground power units.**

(4) Review the certificate holder's or program manager's maintenance procedures for acoustic underwater locator beacons to ensure that the manufacturer's recommendations are closely followed, including the procedures for the battery check.

C. *Analyze Results.* Refer to vol. 3, chs. 2, 3, or 4, as applicable.

### 4. TASK OUTCOMES.

#### A. Complete PTRS.

B. *Complete Tasks.* Refer to vol. 3, chs. 2, 3, or 4, as applicable.

5. **FUTURE ACTIVITIES.** Followup activities, as required.

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**APPENDIX 1. ACRONYMS AND ABBREVIATIONS**

This appendix contains many acronyms and abbreviations for both old as well as new Airworthiness terms that are used throughout this Handbook. Inspectors can refer to the following alphabetical listing of frequently used acronyms and abbreviations and their meanings when using this Handbook.

<b>14 CFR</b> Title 14 of the Code of Federal Regulations	<b>AIP</b> Airplane Inspection Program
<b>49 CFR</b> Title 49 of the Code of Federal Regulations	<b>ALS</b> Advance Life Support
<b>49 U.S.C.</b> Title 49 of the United States Code	<b>AMA</b> Aviation Mechanic Airframe
<b>A/FD</b> Airport/Facility Directory	<b>AMC</b> acceptable means of compliance
<b>A&amp;P</b> Airframe and Powerplant	<b>AME</b> Aviation Medical Examiner
<b>AAD</b> Automatic Activation Device	<b>AMG</b> Aviation Mechanic General
<b>AAIP</b> Approved Aircraft Inspection Program	<b>AMM</b> Aircraft Maintenance Manual
<b>AC</b> Advisory Circular	<b>AMO</b> Approved Maintenance Organization
<b>ACARS</b> Aircraft Communication Addressing and Reporting System	<b>AMP</b> Aviation Mechanic Powerplant
<b>ACAT</b> Air Carrier Assessment Tool	<b>AMT</b> Aviation Maintenance Technician
<b>ACCSS</b> air carrier cabin safety specialists	<b>AMTS</b> Aviation Maintenance Technician School
<b>ACE</b> aerobatic competency evaluator	<b>ANM</b> Seattle Aircraft Evaluation Group
<b>ACO</b> Aircraft Certification Office	<b>AOA</b> Airport Operations Area
<b>ACR</b> airman certification representative	<b>AOC</b> Air Operator Certificate
<b>AD</b> Airworthiness Directives	<b>AOD</b> Automatic Opening Device
<b>ADA</b> Airline Deregulation Act	<b>AOG</b> Aircraft on the Ground
<b>ADF</b> automatic direction finding	<b>APP</b> Accident Prevention Program
<b>AEE</b> Office of Environment and Energy	<b>APPM</b> Accident Prevention Program Manager
<b>AEG</b> Aircraft Evaluation Groups	<b>APU</b> Auxiliary Power Unit
<b>AEM</b> Area Equivalent Method	<b>AR</b> Authorized Representative
<b>AES</b> Automated Exemption System	<b>ARA</b> Airborne Radar Approach
<b>AFM</b> Aircraft Flight Manual/Airplane Flight Manual	<b>ARFF</b> Aircraft Rescue and Fire Fighting Equipment
<b>AFSC</b> Air Force Specialty Codes	<b>ARINC</b> Aeronautical Radio, Inc.
<b>AFSS</b> automated flight service station	<b>ASAP</b> Aviation Safety Action Program
<b>AFTN</b> aeronautical fix telecommunication network	<b>ASAS</b> Aviation Safety Analysis System
<b>AH</b> alert height	<b>ASI</b> aviation safety inspector
<b>AGL</b> above ground level	<b>ASR</b> Airport Surveillance Radar
<b>AIDS</b> Accident Incident Data System	<b>AST</b> aviation safety technician
<b>AIP</b> Aircraft Inspection Program	<b>ASTM</b> American Society for Testing and Materials
<b>Air Oper</b> Air Operator Vital Information	<b>ASW</b> Southwest Aircraft Evaluation
<b>VIS</b> Subsystem	<b>ATCS</b> Alternate Testing Center Supervisor
	<b>AT</b> Air Traffic

## Appendix 1

<b>ATA</b> Air Transport Association	<b>CIRE</b> commercial and instrument rating examiner
<b>ATC</b> air traffic control	<b>CL</b> capabilities list
<b>ATE</b> Automatic Test Equipment	<b>CM</b> Condition Monitoring
<b>ATOS</b> Air Transportation Oversight System	<b>CMO</b> certificate management office
<b>ATP</b> airline transport pilot	<b>CMP</b> Configuration Maintenance Procedures
<b>ATPE</b> airline transport pilot examiner	<b>CMU</b> Communication Management Unit
<b>AVGAS</b> Aviation Gasoline	<b>CMR</b> Certification Maintenance Requirements
<b>BA</b> Bilateral Agreement	<b>CMT</b> Certificate Management Team
<b>BASA</b> Bilateral Aviation Safety Agreement	<b>COA</b> certificate of authority
<b>BFA</b> Balloon Federation of America	<b>COB</b> close of business
<b>BITE</b> Built-In Test Equipment	<b>COMAT</b> company material
<b>BLS</b> Basic Life Support	<b>ConDOR</b> Constructed Dynamic Observation Reports
<b>BOW</b> basic operating weight	<b>Conus</b> continental United States
<b>CAA</b> Civil Airworthiness Authority	<b>CPCP</b> Corrosion Prevention and Control Programs
<b>CAB</b> Civil Aviation Board	<b>CPL</b> commercial pilot license
<b>CAIS</b> Comprehensive Airmen Information Subsystem	<b>CPM</b> certification project manager
<b>CAM</b> Civil Aeronautics Manual	<b>CRS</b> certificated repair stations
<b>CAMI</b> Civil Aero Medical Institute	<b>CRW</b> canopy relative work
<b>CAMP</b> Continuous Airworthiness Maintenance Program	<b>CSP</b> Comprehensive Surveillance Plan
<b>CAN</b> Center Area NOTAM	<b>CTA</b> control areas
<b>CAR</b> Civil Air Regulations	<b>CTC</b> computer testing center
<b>CASE</b> Coordinating Agencies for Supplier's Evaluation	<b>CTD</b> computer testing designee
<b>CASFO</b> Civil Aviation Security Field Office	<b>CTM</b> Computer Testing Manager
<b>CASP</b> Continuous Analysis and Surveillance Program	<b>CVR</b> cockpit voice recorder
<b>CASS</b> Continuing Analysis and Surveillance System	<b>DAR</b> Designated Airworthiness Representative
<b>CATS</b> Computer Assisted Testing Services	<b>DAS</b> Designated Alteration Station
<b>CBI</b> computer-based instruction	<b>DBA</b> Other Business Names
<b>CDL</b> Configuration Deviation List	<b>d.b.a.</b> doing business as
<b>CE</b> commercial pilot examiner	<b>DCT</b> Data Collection Tool
<b>CFI</b> certificated flight instructor	<b>DDG</b> Dispatch Deviation Guide
<b>CFR</b> Code of Federal Regulations	<b>DER</b> Designated Engineering Representative
<b>CFRS</b> certificated foreign repair station	<b>DFDAU</b> digital flight data acquisition unit
<b>CG</b> center of gravity	<b>DH</b> decision height
<b>CHDO</b> certificate-holding district office	<b>DME</b> Designated Mechanic Examiners
	<b>DME</b> distance measuring equipment
	<b>DNL</b> Decibel Noise Level

<b>DOD</b> Department of Defense	<b>FL</b> flight level
<b>DOT</b> Department of Transportation	<b>FLIR</b> Forward Looking Infrared
<b>DPE</b> designated pilot examiner	<b>FM</b> flight manual
<b>DPRE</b> Designated Parachute Rigger Examiners	<b>FMCS</b> flight management computer systems
<b>DS</b> discard	<b>FMS</b> flight management system
<b>EA</b> Environmental Assessment	<b>FOEB</b> Flight Operation Evaluation Board
<b>EA/EO</b> Engineering Change Authorization/Order	<b>FOI</b> fundamentals of instructing
<b>EAA</b> Experimental Aircraft Association	<b>FOIA</b> Freedom of Information Act
<b>EASA</b> European Aviation Safety Agency	<b>FONSI</b> finding of no significant impact
<b>EFIS</b> electronic flight instrument systems	<b>FOPB</b> Flight Operation Policy Board
<b>EIR</b> Enforcement Investigation Report	<b>FSAIC</b> Flight Standards Safety Analysis Information Center
<b>EIS</b> Enforcement Information System	<b>FSAS</b> Flight Standards Automation System
<b>EIS</b> Environmental Impact Statement	<b>FSIRP</b> Flight Standards Inspector Resource Program
<b>ELSA</b> Experimental Light-Sport Aircraft	<b>FSB</b> Flight Standardization Board
<b>ELT</b> Emergency Locator Transmitter	<b>FSDO</b> Flight Standards District Office
<b>EMI</b> electromagnetic interference	<b>FSS</b> flight service station
<b>EP</b> Evaluation Panel	<b>FTD</b> flight training device
<b>EPI</b> Element Performance Inspections	<b>GM</b> General Manuals
<b>ERC</b> Event Review Committee	<b>GOM</b> General Operations Manual
<b>ETOPS</b> Extended-Range Operation With Two-Engine Airplanes	<b>GPS</b> global positioning system
<b>E.U.</b> European Union	<b>GPWS</b> ground proximity warning systems
<b>EWCG</b> empty-weight center of gravity	<b>GSE</b> ground support equipment
<b>EVAS</b> Emergency Vision Assurance Systems	<b>GSGC</b> Ground School Graduation Certificate
<b>FAA</b> Federal Aviation Administration	<b>GTD</b> ground training device
<b>FA Act</b> Federal Aviation Act of 1958	<b>HAZMAT</b> hazardous material
<b>FACTS</b> Flight Activity and Crew Tracking System	<b>HEL</b> helicopter
<b>FADEC</b> Full Authority Digital Engine Control	<b>HEMES</b> Helicopter Hospital Emergency Medical Evacuation
<b>FAR</b> Federal Aviation Regulations	<b>HF</b> high frequency
<b>FCAA</b> Foreign Civil Aviation Authority	<b>HIRF</b> High Intensity Radiated Fields
<b>FCC</b> Federal Communications Commission	<b>HT</b> Hard-Time
<b>FD</b> flight director	<b>HUD</b> heads-up display
<b>FDC</b> flight data center	<b>HUMS</b> Health Usage Monitoring Systems
<b>FDR</b> Flight Data Recorder	<b>IA</b> Inspection Authorization
<b>FIE</b> flight instructor examiner	<b>IACRA</b> Integrated Airman Certification and/or Rating Application
<b>FIR</b> flight information regions	
<b>FIRC</b> flight instructor refresher clinic	

**IAP** instrument approach procedures  
**IASA** International Aviation Safety Assessments  
**IAW** in accordance with  
**ICA** instructions for continued airworthiness  
**ICAO** International Civil Aviation Organization  
**ICAS** International Council of Air Shows  
**ICS** Intercom Systems  
**IEC** International Electrotechnical Commission  
**IEM** Interpretive Explanatory Material  
**IFO** International Field Office  
**IFP** Instrument Foreign Pilot  
**IFR** instrument flight rules  
**IFU** International Field Unit  
**IFSD** in-flight shut down  
**IG** Interim Guidance  
**IGA** international general aviation  
**IIC** inspector-in-charge  
**ILS** instrument landing system  
**IMC** instrument meteorological conditions  
**IN/FC** Inspection/Functional check  
**INM** Integrated Noise Model  
**INS** inertial navigation system  
**IP** implementation procedures  
**IT** information technology  
**IPM** Inspection Procedures Manual  
**IRA** Instrument Rating Airplane  
**IRS** inertial reference systems  
**ISC** Industry Steering Committee  
**ISIS** Integrated Safety Information Subsystem  
**ISO** International Organization for Standards  
**ISS** inertial sensor system  
**JAA** Joint Aviation Authorities  
**JAD** Job Aid Disc  
**JAR** Joint Aviation Requirement  
**JTA** Job Task Analysis  
**JTI** job task items

**LAHSO** land-and-hold-short operations  
**LIBRA** Logical Information Based on Reliability  
**LLC** limited liability corporation  
**LLM** lower landing minimums  
**LOA** letter of authorization  
**LOI** Letter of Investigation  
**LORAN** long-range navigation  
**LOX** liquid oxygen  
**LRN** long-range navigation  
**LRNS** long-range navigation system  
**LRU** Line Replaceable Units  
**LU/SV** Lubrication/Serviceing  
**MAST** Maintenance Airworthiness Standardization Team  
**MC/FPE** military competency/foreign pilot examiner  
**MEL** minimum equipment list  
**MEL** Multiengine Land  
**MES** Multiengine Sea  
**MIDO** Manufacturing Inspection District Offices  
**MIP** maintenance implementation procedures  
**MIS** Mechanical Interruption Summary Reports  
**MISR** Mechanical Interruption Summary Reports  
**MIST** Maintenance International Standardization Team  
**MLS** microwave landing system  
**MME** maintenance management exposition  
**MMEL** Master Minimum Equipment List  
**MMF** Manufacturer Maintenance Facility  
**MNPS** minimum navigation performance specification  
**MOE** maintenance organization exposition  
**MOS** Military Occupational Specialty  
**MOU** memorandum of understanding  
**MRA** Mutual Recognition Agreement  
**MRB** Maintenance Review Board  
**MRB** Material Review Board  
**MRR** Mechanical Reliability Reports

**MSG** Maintenance Steering Group

**MSL** mean sea level

**MSpecs** management specifications

**MTBF** mean time between failure

**MTE** measuring tools and equipment

**MWE** Model Work Environment

**NAA** National Aviation Authority

**NAO** Noise Abatement Officer

**NARIS** National Aircraft Registry Information Subsystem

**NAS** National Airspace System

**NASIP** National Aviation Safety Inspection Program

**NAT** North Atlantic

**NAT/MNPS** North Atlantic Minimum Navigation Performance Specifications

**NAVAID** Navigational Aid

**NEPA** National Environmental Policy Act of 1969

**NDB** nondirectional beacon

**NDI** Non-destructive Inspection

**NDT** Nondestructive Testing

**NDPER** National Designated Pilot Examiner Registry

**NEB** National Examiner Board

**NFDC** National Flight Data Center

**NFPA** National Fire Protection Association

**NIST** National Institute of Standards and Technology

**NM** nautical miles

**NOPAC** North Pacific

**NOTAM** Notice to Airmen

**NPG** National Work Program Guidelines

**NTSB** National Transportation Safety Board

**NVLAP** National Voluntary Laboratory Accreditation Program

**OASIS** Operational and Supportability Implementation System

**OC** On-Condition

**OCA** oceanic control areas

**ODAR** Organizational Designated Airworthiness Representative

**OEM** Original Equipment Manufacturer

**OJT** on-the-job training

**OMP** outsource maintenance provider

**OMT** Organization Management Team

**OpSpecs** operations specifications

**OPSS** Automated Operations Specifications Subsystem

**OP/VC** Operational/Visual check

**ORA** Operations Research Analyst

**OSMF** outsource maintenance organization/facility

**OST** Office of the Secretary of Transportation

**OTAC** Outside-the-Aircraft Check

**PAI** principal avionics inspector

**PAR** Precision Approach Radar

**PASI** Preapplication Statement of Intent

**PC** Production Certificate

**PCA** Positive Control Area

**PCA** primary category aircraft

**PE** private pilot examiner

**PI** principal inspector

**PIC** pilot-in-command

**PMA** Parts Manufacturer Approval

**PMI** principal maintenance inspector

**POH** pilot's operating handbook

**POI** principal operations inspector

**PPE** proficiency pilot examiner

**PPH** Policy Procedures Handbook

**PPM** PTRS Procedures Manual

**PSRAB** Propulsion System Reliability Assessment Board

**PTRS** Program Tracking and Reporting Subsystem

**PTS** practical test standards

**QA** quality assurance

**QC** quality control

**QCM** Quality Control Manual

**QMS** Quality Monitoring System  
**QUR** Quarterly Utilization Report  
**RAIM** receiver autonomous integrity monitoring  
**RFM** Rotorcraft Flight Manual  
**RFSD** Regional Flight Standards Division  
**RII** Required Inspection Items  
**RNAV** Area Navigation  
**ROC** Regional Operations Center  
**RPM** revolutions per minute  
**RS** restoration  
**RSAM** repair station analytical model  
**RSAT** Repair Station Analysis  
**RSM** Repair Station Manual  
**RSPA** Research and Special Projects Administration  
**RSPM** Regional Safety Program Manager  
**RT** remedial training  
**RTCA** Radio Technical Commission of Aeronautics  
**RVR** runway visual range  
**RVSM** Reduced Vertical Separation Minimum  
**RWBC** Regional Whistleblower Coordinators  
**SA** selective availability  
**SAE** Society of Automotive Engineers  
**SAI** Safety Attribute Inspections  
**SAT** System Analysis Team  
**SB** Service Bulletin  
**SDR** Service Difficulty Report  
**SEAT** Surveillance and Evaluation Assessment Tool  
**SEL** Single-Engine Land  
**SEP** Surveillance and Evaluation Program  
**SES** Single-Engine Sea  
**SFAR** Special Federal Aviation Regulations  
**SIC** second-in-command  
**SIDA** Security Identification Display Area  
**SIGMET**/ Significant Meteorological Information  
**AIRMET** Airmen's Meteorological Information  
**SIP** simulator implementation procedures

**SL** Service Letter  
**SLSA** Special Light-Sport Category Aircraft  
**SMP** substantial maintenance provider  
**SODA** Statement of Demonstrated Ability  
**SOI** Statement of Intent  
**SOIR** simultaneous operations on intersecting runways (replaced by LAHSO)  
**SOP** standard operating procedure  
**SPAS** Safety Performance Analysis System  
**SPG** Special Planning Group  
**SRM** Structural Repair Manuals  
**SRR** Specific Regulatory Requirements  
**SSID** Supplemental Structural Inspection Document  
**SSN** Social Security Number  
**STC** Supplemental Type Certificate  
**SUP** suspected unapproved parts  
**TAF** terminal weather forecasts  
**TALTAR** Tactical Landing Approach Radar  
**TAWS** Terrain Awareness and Warning Systems  
**TBO** time between overhauls  
**TC** Transport Canada  
**TC** type certificate  
**TCA** Appliance Type Approval  
**TCAS** Traffic Alert and Collision Avoidance Systems  
**TCDS** type certificate data sheet  
**TCS** Testing Center Supervisor  
**TCE** training center evaluator  
**TCO** training course outline  
**TGL** temporary guidance leaflet  
**TRSB** Time Reference Scanning Beam  
**TSA** Transportation Security Administration  
**TSO** Technical Standard Order  
**TSOA** Technical Standard Order Authorization  
**UHF** ultrahigh frequency  
**ULD** unit load device  
**U.S.C.** United States Code

**USNOF** United States NOTAM Office

**USPA** United States Parachute Association

**UV** ultraviolet

**VFR** visual flight rules

**VHF** very high frequency

**VIS** Vital Information Subsystem

**VLF** very low frequency

**V<sub>MC</sub>** minimum controllable airspeed

**VMC** visual meteorological conditions

**VOR** VHF omni-directional radio range

**VOT** Very High frequency Omnirange test

**V<sub>REF</sub>** approach speed

**WBPP** Whistleblower Protection Program

**WINDOWS** Segmented Inspections and Built-In  
Inspection Tolerances

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